UNIVERSITY OF MARYLAND
SUMMER 2017/FALL 2017/SPRING 2018
FEDERAL WORK-STUDY SUPERVISOR’S STUDENT REQUEST
(Supervisor’s On-line Orientation must be completed) http://www.umaryland.edu/workstudy

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

Please attach a job description for this FWS position.

Could this work-site be considered as Community Service? Yes □ No □

UMB Department: School of Social Work, Office of Student Services
(Full Name of Department)

Off-Campus Agency: ____________________________
(Full Name of Agency)

Address: 525 West Redwood Suite 2W14 Baltimore MD 21201

Telephone: (410) 706-5100 Fax No. ____________________________

Work Study Supervisor’s Full Name: Dawn Shafer

Work Study Supervisor’s Title: Assistant Dean of Student Services

E-mail Address: dshafer@ssw.umaryland.edu

Alternate Supervisor’s Full Name: Theresa Washington

Alternate Supervisor’s Title: Program Administrative Specialist

E-mail Address: twashington@ssw.umaryland.edu

Job Title: Student Services Program Assistant

Job Function: Technical □ Administrative □ Research Lab □ Research Clinical □ Tutor □ Program Admin.

Duties: See attachment

Completion of this request form does not guarantee the department/agency will have a Federal Work-Study student employee. The person who signs this form must also sign the Job Certification Form and approve the biweekly payroll timesheets. If a student exceeds their maximum FWS award, the supervisor’s department is responsible for paying 100 percent of the over award.

Return completed form to:
Student Financial Assistance & Education; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221; Baltimore, MD 21201
Phone: 410-706-7347 E-Mail: fws@umaryland.edu URL: www.umaryland.edu/workstudy
School of Social Work, Office of Student Services

Student Services Program Assistant

The School of Social Work Office of Student Services is seeking a student with federal work study for 10-15 hours per week to assist in program planning and general tasks related to the functions of OSS. Student may be tasked to do a variety of tasks including literature searches, review of best practices regarding OSS programming, compiling data, writing summaries, general events planning and administrative tasks.

Scope of Duties

- Assist in implementation of peer mentoring program
- Assist with creating and implementing program evaluations
- Assist with coordination of career services
- Assist in event planning tasks
- Staff OSS events as needed
- Writing reports
- Research best practices for career development
- Maintain current list of resources for a variety of areas
- Other duties as specified and agreed upon

Preferred Skills

Previous knowledge/ experience with any of the following:

- Familiarity with electronic evaluation databases
- Excel
- Peer mentoring program
- Student Affairs