UNIVERSITY OF MARYLAND
2020-2021 – Amended Hiring Request during COVID19
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

Mandatory: Attach a job description for this FWS position on the next page (please ensure only telework capable duties are included).

Could this work-site be considered as Community Service? Yes_____ No_______

UMB Department_______________________________________________________________

(Full Name of Department)

Off-Campus Agency___________________________________________________________

(Full Name of Agency- For Off-Campus Positions Only)

Address________________________________________________________________________

Telephone_________________________________ Fax No._______________

Work Study Supervisor’s Full Name_______________________________________________

Work Study Supervisor’s Title____________________________________________________

E-mail Address__________________________________________________________________

Alternate Supervisor’s Full Name_________________________________________________

Alternate Supervisor’s Title_______________________________________________________

E-mail Address___________________________________

Job Title__________________________________________


Telework Duties Only: Please attach a separate job description (see below)

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: E-Mail: fws@umaryland.edu Phone: 410-706-7347

Updated July 24, 2020
You may click the fill and sign feature in Adobe to either copy and paste or type out the job duties below.

**Detailed Job Description of Telework Capable Position:**