

UNIVERSITY OF MARYLAND
2021-2022 – Amended Hiring Request (during COVID19 + transition)
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 (please specify any telework capable duties if applicable).

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 _____

Job Function: ___ COVID Technical ___ COVID Research Lab/Clinical ___ COVID Tutor ___ COVID Program Admin.

Please attach a separate job description (see below)

For 2021-2022, as we transition back to campus, the use of COVID job functions will still be applicable.

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

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: