UNIVERSITY OF MARYLAND
SUMMER 2023/FALL 2023/SPRING 2024
FEDERAL WORK-STUDY SUPERVISOR’S STUDENT REQUEST
( Supervisor’s On-line Orientation and Supervisor Acknowledgement Checklist must also 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 _____________________________________________________________
(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: ___ Technical ___ Administrative ___ Research Lab ___ Research Clinical ___ Tutor ___ Program Admin.

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 student’s 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

Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221; Baltimore, MD 21201