UNIVERSITY OF MARYLAND
SUMMER 2019/FALL 2019/SPRING 2020
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 ______________ (Full Name of Department)

Off-Campus Agency College & Career Pathways ______________ (Full Name of Agency - For Off-Campus Positions Only)

Address 7000 Adelphi Road, Hyattsville, Maryland 20782

Telephone 240-770-8010 Fax No. 240-770-8009

Work Study Supervisor’s Full Name Dr. Nicole Nicolas

Work Study Supervisor’s Title Executive Director

E-mail Address nicolas@ccpathways.org

Alternate Supervisor’s Full Name Esan Fullington

Alternate Supervisor’s Title Program Site Manager

E-mail Address efullington@ccpathways.org

Job Title Graduate Intern

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

Duties The graduate intern will serve as the lead tutor for the College & Career Pathways Literacy Program. Additionally, the intern will administer student placement and conduct workshops.

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 Employment Office; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 220; Baltimore, MD 21201
Phone: 410-706-7347 E-Mail: jes@umaryland.edu URL: www.0000/umaryland.edu/workstudy
Position Description
Program Assistant

College and Career Pathways, Inc. (CCP) is a nonprofit 501c3 organization that provides academic support, college access, college success, and career exploration programming to students in Grades 9-16 from under-served populations. School-based Graduate Interns collaborate with and support the existing guidance program at College and Career Pathways' partner schools by serving as a resource for college and career information for students, parents, faculty and staff. Working with site staff, volunteers, and school counselors, Graduate Interns help to facilitate access to postsecondary institutions for student participants, increase student and parent awareness of educational and career opportunities, address any challenges that may serve as barriers to students' academic and personal success, and guide students through the career exploration and college application process. The position is part-time (10-20 hours per week) for one semester. We are recruiting for both fall and spring semesters. Specifically, duties of the Intern include:

- Providing individual personal, academic, and career advisement
- Helping students select schools of interest and complete college applications (including essays);
- Helping students identify and apply for scholarships and financial aid;
- Conducting workshops on SATs, financial aid, essay writing, and soft skill development;
- Conducting activities to encourage social-emotional learning and development;
- Administering career assessments/inventories;
- Guiding students through the career exploration process;
- Fostering positive relationships with school representatives, college admissions offices, scholarship agencies, and corporate/community partners;
- Helping to manage the Peer Mentoring program;
- Aiding staff in maintaining accurate records and data on CCP students;
- Other administrative and programmatic duties as assigned.

Qualifications:

- Bachelor's degree in education, psychology, sociology, social work, or other related human service field (Related graduate degree, or enrollment in a related graduate program preferred)
- At least 2-3 years related work experience;
- Good communication, organizational, and facilitation/presentation skills;
- Strong attention to detail;
- Ability to take initiative and work independently;
- Experience working with populations similar to those served by College and Career Pathways;

Individuals interested in applying for the position should email their resume, cover, writing sample (1-3 pages) and list of references to info@ccpathways.org. Visit our website at www.collegeandcareerpathways.org

NO PHONE CALLS PLEASE