

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 D.C. Office of Administrative Hearings  
(Full Name of Agency- For Off-Campus Positions Only)

Address 441 4th Street, NW Suite 450D, Washington DC 20001

Telephone 202-442-9094

Fax No. 202-442-4789

Work Study Supervisor's Full Name Margaret A. Mangan

Work Study Supervisor's Title Administrative Law Judge

E-mail Address margaret.mangan@dc.gov

Alternate Supervisor's Full Name Deborah Carroll

Alternate Supervisor's Title Administrative Law Judge

E-mail Address deborah.carroll2@dc.gov

Job Title Legal Intern

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](mailto:FWS@umaryland.edu)

Phone: 410-706-7347

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

**DISTRICT OF COLUMBIA  
OFFICE OF ADMINISTRATIVE HEARINGS**

441 4<sup>th</sup> Street, NW, Suite 450N  
Washington, DC 20001  
Oah.filing@dc.gov

The Office of Administrative Hearings (OAH) is an independent administrative court that decides contested cases from private citizens and approximately 40 District of Columbia administrative agencies, boards, and commissions. OAH strives to provide citizens and government agencies with a fair, efficient, and effective system to resolve administrative disputes under District of Columbia law.

More than thirty administrative law judges, selected by an independent commission on selection and tenure, decide cases at OAH. Case issues include historic preservation, tax, rental housing, child support, public benefits, professional licensing, unemployment insurance, Notices of Infraction brought by the Department of Consumer and Regulatory Affairs, the Department of Environment, and the Department of Health. ALJs also hear disputes involving public school discipline and Notices of Violation brought by the Department of Public Works and Department of Transportation.

Each OAH legal intern works with an individual judge-mentor, who guides the summer program. A legal intern's work, though, may be with several judges. The work involves legal research, drafting and editing memoranda and opinions. Legal interns also observe mediations and hearings conducted by Administrative Law Judges. During the summer, interns have an opportunity to observe oral arguments at the District of Columbia Court of Appeals and tour the United States Supreme Court.