UNIVERSITY OF MARYLAND  
SUMMER 2021 – Amended Hiring Request during COVID-19  
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 ensure only telework capable duties are included).  

<table>
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<tr>
<th>Could this work-site be considered as Community Service?</th>
<th>Yes</th>
<th>No X</th>
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UMB Department | UMB CURE Scholars Program
(Full Name of Department)

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

Address | 620 W. Lexington Street, Floor 2, Baltimore, MD 21201

Telephone | 410-706-4268
Fax No. |

Work Study Supervisor’s Full Name | Jennifer Strum

Work Study Supervisor’s Title | Administrative Assistant

E-mail Address | jennifer.strum@umaryland.edu

Alternate Supervisor’s Full Name | Katharina Furrs

Alternate Supervisor’s Title | Mentor Program Manager

E-mail Address | katharina.furrs@umaryland.edu

Job Title | Administrative Support


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
Detailed Job Description of Telework Capable Position:

UMB CURE Scholars Program
Federal Work-Study Job Description
[Due to current Covid-19 restrictions, this position will be performed via telework]

The UMB CURE Scholars Program is a groundbreaking year-round pipeline program that identifies sixth-The federal work-study student would assist in administrative duties via telework. This primarily includes entering data necessary to measure scholars’ success and to maintain compliant with grant funders and the institutional review board. Come be part of a fun team and help make a difference in the lives of our scholars and in the West Baltimore community!

Remote Work Includes:
Creating forms and questionnaires for scholar and family feedback/information
Communication with CURE Scholars and families via email or phone messages to notify them of special events, impending due dates, etc. Electronic filing of scholar and organizational documents in cloud storage
Maintaining records of each scholars’ paperwork to ensure that they are up to date and documenting any incomplete information Maintaining and updating scholar merit list
Other administrative tasks as needed