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 Office of the Provost
(Full Name of Department)

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

Address SARATOGA BUILDING 220 ARCH ST GROUND FLOOR

Telephone 410-245-4020 Fax No. __________________________

Work Study Supervisor’s Full Name NICHOLAS W. KOUWENHOVEN

Work Study Supervisor’s Title EXECUTIVE DIRECTOR, ACADEMY OF LIFELONG LEARNING

E-mail Address N.KOUWENHOVEN@UMARYLAND.EDU

Alternate Supervisor’s Full Name COURTNEY YESNICK

Alternate Supervisor’s Title DIRECTOR, ACADEMIC ADMINISTRATION

E-mail Address C.YESNICK@UMARYLAND.EDU

Job Title LITERACY TUTOR

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
University of Maryland Baltimore

Academy of Lifelong Learning Literacy Tutoring Program: Literacy Tutor
Description Spring 2024

Work with elementary and middle school students 3 days a week and make a difference! The Program will be delivered on the UMB Campus in the Saratoga Building at 220 Arch Street. A Literacy Tutor in the UMB Academy of Lifelong Learning Literacy Tutoring Program will have the following responsibilities:

Mondays, Tuesdays and Thursdays from March 4 through May 16 for the Spring Literacy Tutoring Session. From 3:00 PM to 5:15 PM each of these days.

JOB FUNCTIONS INCLUDE:

- Engage and motivate students to learn literacy skills
- Work with small groups of students (up to 4 at a time)
- Utilize the Literacy Curriculum that our program uses (training on this curriculum is provided prior to the first day). Our tutors will be supported by a Program Director and professional teachers who are engaged in the program

OTHER JOB REQUIREMENTS:

- Bachelor’s Degree
- Prior tutoring experience preferred
- Background Check

COMPENSATION:

The position pays on an hourly basis

CONTACT PERSON: Nick Kouwenhoven. nkouwenhoven@umaryland.edu

A link to apply: