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.umd.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 X

UMB Department Campus Life Services
(Full Name of Department)

Off-Campus Agency N/A
(Full Name of Agency- For Off-Campus Positions Only)

Address 621 W Lombard St., 3rd Floor, Baltimore, MD 21201

Telephone 410-706-7766 Fax No.

Work Study Supervisor's Full Name Angela Everett-Jackson

Work Study Supervisor's Title Student Engagement Program Specialist

E-mail Address angela.jackson@umd.edu

Alternate Supervisor's Full Name Patty Alvarez, PhD

Alternate Supervisor's Title Assistant Vice President of Student Affairs

E-mail Address palvarez@umd.edu

Job Title Front Desk Attendant - Campus Life Services Suite

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

Duties: Greet guests of the CLS suite and relay arrival to appropriate CLS staff, answer incoming calls and transfer calls per request, utilize our CMS to update digital displays, assist with the creation and dissemination of monthly Stall Talk, manage monthly calendar in SMC CC lobby

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 211; Baltimore, MD 21201
Phone: 410-706-7347 E-Mail: first@umd.edu URL: www.umd.edu/workstudy
Job Title: Front Desk Attendant – Student Affairs/Campus Life Services Suite (Federal Work-Study Only)

Job Function: Administrative

- Greet students and guests in the Student Affairs/CLS suite. Answer questions and/or direct individuals to the appropriate staff member or resource.
- Answer and transfer incoming calls, as appropriate.
- Assist with the creation and dissemination of monthly flyers and other marketing materials (e.g., Stall Talk).
- Update monthly chalkboard in the SMC Campus Center lobby
- Assist staff with special projects and other initiatives
- Other duties, as assigned.

Ideal candidates will possess:

- Demonstrated ability to effectively work independently.
- Demonstrated ability to effectively work with diverse individuals.
- Punctual and meet deadlines.
- A strong attention to detail.
- The ability to work at least 3 hours/week (hours do not have to be consecutive)

Questions? Contact Angela Jackson at angela.jackson@umaryland.edu