UNIVERSITY OF MARYLAND
SUMMER 2022/FALL 2022/SPRING 2023
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST
(Supervisor's On-line Orientation and Supervisor Acknowledgement Checklist must also be completed) http://www.umarvland.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  Division of Student Affairs, Student Counseling Center  
(Full Name of Department)

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

Address  621 W Lombard St, Suite 302  
Telephone  410-328-8408  Fax No.  410-328-5291

Work Study Supervisor’s Full Name  Tierra Major  
Work Study Supervisor’s Title  Community Program Specialist

E-mail Address  tmajor@umaryland.edu

Alternate Supervisor’s Full Name  Chasia Grubbs  
Alternate Supervisor’s Title  Lead Counselor

E-mail Address  cgrubbs@umaryland.edu

Job Title  Research Assistant

Job Function:  ___ Technical  X 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
Student Counseling Center – Student Work Study Position

Department: Student Counseling Center (SCC)

Shift: (50% virtual) Monday – Friday; days and time commitments are negotiable

Hours: 5-10 hours per week; June 2022 start

Type: Federal Work Study

Positions available: 1

Primary Duties

This position will serve as a support person for SCC needs, including outreach programming, research, outside provider communications, and other initiatives. On campus responsibilities include outreach events, such as tabling.

Under the supervision and direction of the SCC Office:

1. Edits SCC documents and website to meet accessibility standards
2. Assists with outside referral matters for students and for the UMB community
3. Supports SCC with programming & events
4. Serve as I Will Listen Campus Ambassador during Mental Health Awareness Week (October)
5. Researches new resources and mental health information
6. Assists with SCC provider referral database
7. Assists with other UMB Student Affairs duties
8. Performs other duties as assigned

Minimum Qualifications

• UMB Student
• High School Diploma

Required Skills and Abilities

• Must be eligible for Federal Work Study & enrolled in minimum 6 credits
• Must have daytime availability to work and some weekends (days and times are negotiable)
• Possesses strong communication, organizational, and analytical skills
• Ability to work independently
• Ability to maintain confidentiality
• Must be reliable, punctual, dependable and professional
• Ability to manage multiple tasks
• Ability to prepare and disseminate administrative paperwork

To be considered for this position, please forward resume to tmajor@umaryland.edu

The University of Maryland, Baltimore is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.