

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 X

UMB Department OAA Campus Center Operations
(Full Name of Department)

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

Address 621 W. Lombard St. Baltimore, MD 21201

Telephone 410-706-5889 Fax No. 410-706-2865

Work Study Supervisor's Full Name Nia-Imani Fagan

Work Study Supervisor's Title Testing and Support Services Coordinator

E-mail Address nfagan@umaryland.edu

Alternate Supervisor's Full Name Heather Moore

Alternate Supervisor's Title Assistant Director, Educational Support

E-mail Address heather.moore@umaryland.edu

Job Title ESDS Testing Center Proctor

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**

Educational Support & Disability Services – Student Work Study Position

Department: Educational Support and Disability Services (ESDS)

Shift: Monday – Friday flexible schedule; early morning and afternoon shifts

Hours: 5-15 hours per week, days and time commitments are negotiable

Type: Federal Work Study position

Positions available: 2

Primary Duties

This position will support ESDS needs, including test proctoring, accessibility, programming, research, academic accommodations, and other initiatives.

Please note: This position is in person at the ESDS Testing Center, LL Room 05 621 W. Lombard St. 21201

Under the supervision and direction of the ESDS Office:

1. Monitors students during test sessions to ensure a secure testing environment as needed
2. Scheduling exam appointments, providing general administrative support
3. Supports ESDS with programming & events
4. Research best practices for accessibility
5. Assists with peer note-taking program recruitment
6. Updates ESDS website as needed
7. Assists ESDS Director with the academic coaching program
8. Assists with other UMB Student Affairs duties
9. Performs other duties as assigned by the Testing Coordinator

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 availability to work occasional early mornings, afternoons
- Possesses strong communication, organizational, and analytical skills
- Ability to work independently
- Ability to maintain confidentiality
- Ability to manage multiple tasks
- Must be reliable, punctual, dependable and professional
- Ability to prepare and disseminate administrative paperwork and access to email

To be considered for this position, please forward resume to disabilityservices@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.