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.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  Office of International Services  (Full Name of Department)

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

Address  621 W. Lombard Street, Baltimore MD 21201

Telephone  410-706-0533  Fax No.  410-706-0265

Work Study Supervisor’s Full Name  Semhar Okbazioni

Work Study Supervisor’s Title  Assistant Director

E-mail Address  sokbazioni@umaryland.edu

Alternate Supervisor’s Full Name  Gina Dreyer

Alternate Supervisor’s Title  International Student and Scholar Adviser

E-mail Address  gdreyer@umaryland.edu

Job Title  Office Assistant

Job Function:  Technical  X  Administrative  ____ Research Lab  ____ Research Clinical  ____ Tutor  ____ Program

Admin. Duties:  The Office Assistant will answer and screen phone calls, assist OIS visitors, maintain confidentiality of clients’ information, perform varied clerical duties as assigned, which may include helping with OIS events, and present a positive image of the OIS.

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 221; Baltimore, MD 21201
Phone: 410-706-7347  E-Mail: fres@umaryland.edu  URL: www.umaryland.edu/workstudy
Job Descriptions

Position Title: International Services Office Assistant
Department: Office of International Services (OIS)
Location: 621 W. Lombard St., Suite 302
Baltimore, MD 21201

The Office Assistant will:

• answer phones
• assist OIS visitors
• help with scanning paper files, uploading them to the OIS database, and audit scanned files
• perform varied clerical duties as assigned, which may include helping with OIS events
• maintain confidentiality of clients' information, and
• present a positive image of the OIS

The OIS serves international students, scholars, faculty, and staff that come to UMB to study, research, collaborate, teach, and work in various departments. Interested applicants should email their resume and availability to Semhar Obazion at sokbazion@umaryland.edu