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 Registrar

(Full Name of Department)

Off-Campus Agency

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

Address 601 W. Lombard Street, Suite 240 Baltimore, MD 21201

Telephone 410-706-7480 Fax No. 410-706-4053

Work Study Supervisor’s Full Name Tashana Curtis

Work Study Supervisor’s Title Associate Registrar

E-mail Address tashana.curtis@umaryland.edu

Alternate Supervisor’s Full Name Patricia Scott

Alternate Supervisor’s Title AVP Enrollment Admin - University Registrar

E-mail Address pscott@umaryland.edu

Job Title Clerical 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
Office of the Registrar – Student Work Study Position

**Department:** Office of the Registrar (central office)

**Shift:** Flexible schedule (Monday-Friday); 8:00-4:30pm

**Hours:** 5-10 hours per week

**Positions available:** 1

**REPORTS TO:** Associate Registrar

**Primary Job Function:** This position will assist with the data entry of student records for micro-scanning, performs general administrative tasks, and provides support to staff as needed.