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.

<table>
<thead>
<tr>
<th>Could this work-site be considered as Community Service?</th>
<th>Yes _____ No. _____ ✓</th>
</tr>
</thead>
</table>

**UMB Department** Campus Life Business Services/One Card Office  
(Full Name of Department)

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

**Address** SMC Campus Center, 621 West Lombard Street, Lower Level, Room 004

**Telephone** (410) 706-6943  
**Fax No.** (410) 706-4157

**Work Study Supervisor’s Full Name** Eric Roberts Jones

**Work Study Supervisor’s Title** One Card Program Specialist

**E-mail Address** ejones@umaryland.edu

**Alternate Supervisor’s Full Name** Raymond F. Dudeck

**Alternate Supervisor’s Title** Senior Accountant / Director

**E-mail Address** rdudeck@umaryland.edu

**Job Title** Front Desk Attendant

**Job Function:** Technical ✓ Administrative __ Research Lab ___ Research Clinical ___ Tutor ___ Program Admin.

**Duties** Great Faculty / Staff / Students, Issue UM One Cards using ID Works Software, Answer phones, issue information / answer questions about the One Card Program and Vending Services, Data entry, Cashier, other duties assigned

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: fws@umaryland.edu  
URL: www.umaryland.edu/workstudy
One Card Office

The Attendant performs a wide range of office support, technical, and/or minor administrative or business-related tasks in support of One Card programs or operations.

Position Duties:
Greet Students/Faculty/Staff/Affiliates/Contractors. Issue Identification (One Cards) using ID Works Software. Issue Guest, Department cards, Lost, and Replacement I.D. cards. Answer phones/questions about the One Card program (How to get a One Card, Debit Deposits, 1st year Student Online Submissions, etc.) and Vending (Receive and report service issues and refunds) services. Maintain front counter One Card information materials and supplies. File, Organize, (Information, Online Photo Submissions, etc.), Cashier, light typing, data entry, other duties assigned.

Work Schedule:
Part Time, 20 Hours a week
Monday – Friday, 8:30am – 4:30pm