

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	<input checked="" type="checkbox"/>
UMB Department	SMC Campus Center Event Sevices		
	(Full Name of Department)		
Off-Campus Agency	_____		
	(Full Name of Agency- For Off-Campus Positions Only)		
Address	621 W. Lombard St. Lower Level Baltimore, MD 21201		
Telephone	410-706-0483	Fax No.	_____
Work Study Supervisor's Full Name	Taylor Martin		
Work Study Supervisor's Title	Event Coordinator		
E-mail Address	taylor.martin@umaryland.edu		
Alternate Supervisor's Full Name	Kay Lewis		
Alternate Supervisor's Title	Director, Event Services		
E-mail Address	khadine.lewis@umaryland.edu		
Job Title	General Assistant		
Job Function:	<input type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input type="checkbox"/> Research Lab <input type="checkbox"/> Research Clinical <input type="checkbox"/> Tutor <input checked="" type="checkbox"/> 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**

General Assistant – Event Services (Federal Work Study only)

Duties:

- Assist Event Services staff in event facilitation, logistics, and supervision.
- Assist with daily event management, to include unlocking meeting rooms, checking out equipment, and acting as event greeter.
- Assist with daily event setups, technical requirements, furniture, and equipment, including moving and setting up tables, chairs, couches, and other related furniture for event and lounge spaces.
- Assist with resetting spaces after events/meetings; maintain neat and clean appearance of information center, lounges, meeting rooms, hallways.
- Assist with the setting up of Audio-Visual Equipment in event space.
- Maintain orderly appearance in all storage areas.
- Maintain awareness of daily event schedule and all related information.
- Attend required departmental meetings, staff development programs and trainings.
- Complete daily reports and other documents as required.

Students with Federal Work Study ONLY. All interested inquiries please submit resume to Taylor Martin at taylor.martin@umaryland.edu.