

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 <u>X</u>
UMB Department	<u>UMB Student Affairs</u> (Full Name of Department)
Off-Campus Agency	_____ (Full Name of Agency- For Off-Campus Positions Only)
Address	<u>621 W Lombard St., 3rd Floor, Baltimore, MD 21201</u>
Telephone	<u>410-706-7766</u>
Fax No.	_____
Work Study Supervisor's Full Name	<u>Angela Jackson</u>
Work Study Supervisor's Title	<u>Senior Marketing Specialist</u>
E-mail Address	<u>angela.jackson@umaryland.edu</u>
Alternate Supervisor's Full Name	<u>Patricia Alvarez</u>
Alternate Supervisor's Title	<u>Chief Student Affairs Officer/Associate Vice President of Student Affairs</u>
E-mail Address	<u>palvarez@umaryland.edu</u>
Job Title	<u>UMB Student Affairs Front Desk Assistant</u>
Job Function:	<input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Research Lab <input type="checkbox"/> Research Clinical <input type="checkbox"/> Tutor <input 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](mailto:FWS@umaryland.edu)

Phone: 410-706-7347

Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221;  
Baltimore, MD 21201

## **UMB Student Affairs Front Desk Assistant**

*Job Description (Updated January 11, 2023)*

### Duties:

- Greet students and guests in the UMB Student Affairs suite. Answer questions and/or direct individuals to the appropriate staff member or resource.
- Update and monitor marketing efforts in the SMC Campus Center, including Stall Talk and flyers.
- Answer and transfer incoming calls, as appropriate.
- Assist departments within UMB Student Affairs with virtual and on-campus programming, including but not limited to collecting assessment data and managing attendee questions during events.
- Assist with web accessibility efforts including reviewing pages on the UMB Student Affairs/Academic Affairs websites for accessibility efforts.
- Maintain confidentiality of sensitive information.
- Assist with other specialist projects as needed.

### Ideal candidates will possess:

- Demonstrated ability to effectively work independently.
- Demonstrated ability to effectively work with diverse individuals.
- Punctual and meet deadlines.
- A strong attention to detail.
- The ability to work at least 3 hours/week (hours do not have to be consecutive)