

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 X

UMB Department UMB Student Counseling Center
(Full Name of Department)

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

Address 621 W Lombard St. Suite 302 Baltimore, MD 21201

Telephone 410-328-8404 Fax No. _____

Work Study Supervisor's Full Name Tierra Major

Work Study Supervisor's Title Referral and Outreach Program Specialist

E-mail Address tmajor@umaryland.edu

Alternate Supervisor's Full Name Cassandra Moon

Alternate Supervisor's Title Staff Psychologist and Outreach Director

E-mail Address Cassie.moon@umaryland.edu

Job Title Mental Health Ambassador and Research 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**

Student Counseling Center – Student Work Study Position

Department: Student Counseling Center (SCC)

Shift: (25% *virtual*) Monday – Friday; days and time commitments are negotiable

Hours: 10-20 hours per week; June 2023 start

Type: Federal Work Study

Positions available: 2

Primary Duties

This position will serve as a support person for SCC needs, including outreach programming, research, outside provider communications, and other initiatives. On campus responsibilities include outreach events, such as tabling.

Under the supervision and direction of the SCC Office:

1. Edits SCC documents and website to meet accessibility standards
2. Assists with outside referral matters for students and for the UMB community
3. Supports SCC with programming & events
4. Serve as I Will Listen Campus Ambassador during Mental Health Awareness Week (October)
5. Researches new resources and mental health information
6. Assists with SCC provider referral lists
7. Assists with other UMB Student Affairs duties
8. Performs other duties as assigned

Minimum Qualifications

- UMB Student
- High School Diploma

Required Skills and Abilities

- Must be eligible for Federal Work Study & enrolled in minimum 6 credits
- Must have daytime availability to work and some weekends (days and times are negotiable)
- Possesses strong communication, organizational, and analytical skills
- Ability to work independently
- Ability to maintain confidentiality
- Must be reliable, punctual, dependable and professional
- Ability to manage multiple tasks
- Ability to prepare and disseminate administrative paperwork

To be considered for this position, please forward resume to tmajor@umaryland.edu

The University of Maryland, Baltimore is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.