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.

Could this work-site be considered as Community Service? Yes____ No____ X____

UMB Department University Student Financial Assistance ________________________________
(Full Name of Department)

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

Address 601 W. Lombard St, Suite 221, Baltimore, MD 21201

Telephone 410-706-7347 Fax No. 410-706-0824

Work Study Supervisor’s Full Name Darissa Monroe

Work Study Supervisor’s Title Director, Student Employment

E-mail Address FWS@umaryland.edu

Alternate Supervisor’s Full Name Patricia Scott

Alternate Supervisor’s Title AVP

Job Title Financial Aid Assistant Administrator

Job Function: _ Technical X Administrative __ Research Lab __ Research Clinical ___ Tutor ___ Program Admin.

Duties Administrative duties which includes data entry, filing, answering phones, and opening incoming mail. Additional duties may include assisting staff with statistical reports or special projects, orientations, exit interviews, workshops, and other duties as needed.

Positions to Fill: 2 positions

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: first@umaryland.edu URL: www.umaryland.edu/workstudy
Financial Aid Assistant Administrator – Federal Work Study Position

The Office of Student Financial Assistance & Education at University of Maryland, Baltimore is looking for enthusiastic, customer-service oriented students for a Federal Work Study paid position as a Financial Aid Assistant Administrator. The Office of Student Financial Assistance & Education FWS student employees will assist in daily administrative duties and customer service based interaction.

Responsibilities will include: data entry, filing, answering phones, opening received mail, and assisting with student inquiries. Students may also have the opportunity to assist staff with statistical studies, orientations, exit interviews, and financial aid workshops.

We encourage applicants who are detailed-oriented and have experience with customer service to apply.

Please submit applications via email to Student-Employment@umaryland.edu.

Application must include:

1. Resume
2. Class Schedule