

UNIVERSITY OF MARYLAND
SUMMER 2025/FALL 2025/SPRING 2026
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>Office of the Registrar (ORR)</u> (Full Name of Department)
Off-Campus Agency	_____ (Full Name of Agency- For Off-Campus Positions Only)
Address	<u>601 W. Lombard Street suite 240</u>
Telephone	<u>410-706-7480</u>
Fax No.	<u>410-706-4053</u>
Work Study Supervisor's Full Name	<u>Tashana Curtis</u>
Work Study Supervisor's Title	<u>Associate Registrar</u>
E-mail Address	<u>tashana.curtis@umaryland.edu</u>
Alternate Supervisor's Full Name	<u>Patricia Scott</u>
Alternate Supervisor's Title	<u>Assistant VP Enrollment Administration/University Registrar</u>
E-mail Address	<u>pscott@umaryland.edu</u>
Job Title	<u>Clerical 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

Phone: 410-706-7347

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

Office of the Registrar – Student Work Study Position

Department: Office of the Registrar (central office)

Shift: Flexible schedule (Monday-Friday); 8:00-4:30pm

Hours: 5-10 hours per week

Positions available: 2

REPORTS TO: Associate Registrar

Primary Job Function: This position will assist with the data entry of student records for micro-scanning, performs general administrative tasks, and provides support to staff as needed.