**UNIVERSITY OF MARYLAND**

2020-2021 – Amended Hiring Request during COVID19

FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST

(Supervisor’s On-line Orientation must be completed) [http://www.umaryland.edu/workstudy](http://www.umaryland.edu/workstudy)

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

**Mandatory:** Attach a job description for this FWS position on the next page (please ensure only telework capable duties are included).

<table>
<thead>
<tr>
<th>Could this work-site be considered as Community Service?</th>
<th>Yes_____ No X_____</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMB Department</td>
<td>Educational Support &amp; Disability Services</td>
</tr>
<tr>
<td>(Full Name of Department)</td>
<td></td>
</tr>
<tr>
<td>Off-Campus Agency</td>
<td>n/a</td>
</tr>
<tr>
<td>(Full Name of Agency - For Off-Campus Positions Only)</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>621 W. Lombard St. Baltimore, MD 21201</td>
</tr>
<tr>
<td>Telephone</td>
<td>410-706-0568</td>
</tr>
<tr>
<td>Fax No.</td>
<td>410-706-2865</td>
</tr>
<tr>
<td>Work Study Supervisor’s Full Name</td>
<td>Zanne Gogan</td>
</tr>
<tr>
<td>Work Study Supervisor’s Title</td>
<td>Testing Center Coordinator, Educational Support &amp; Disability Services</td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:zgogan@umaryland.edu">zgogan@umaryland.edu</a></td>
</tr>
<tr>
<td>Alternate Supervisor’s Full Name</td>
<td>Deborah Lowy</td>
</tr>
<tr>
<td>Alternate Supervisor’s Title</td>
<td>Director, Educational Support &amp; Disability Services</td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:dlevi@umaryland.edu">dlevi@umaryland.edu</a></td>
</tr>
<tr>
<td>Job Title</td>
<td>ESDS Accessibility, Programming, &amp; Testing Support</td>
</tr>
<tr>
<td>Job Function: _____ COVID Technical _____ COVID Research Lab/Clinical _____ COVID Tutor _____ COVID Program Admin.</td>
<td>Telework Duties Only: Please attach a separate job description (see below)</td>
</tr>
</tbody>
</table>

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:*  
E-Mail: fws@umaryland.edu  
Phone: 410-706-7347

*Updated July 24, 2020*
**Detailed Job Description of Telework Capable Position:**

Department: Educational Support and Disability Services (ESDS)
Shift: Flexible schedule (Monday – Friday); days and time commitments are negotiable
Hours: 5-10 hours per week; September 2020 start
Type: Federal Work Study position
Positions available: 2

**Primary Duties**

This position will serve as a support person for ESDS needs, including accessibility, programming, research, testing, academic accommodations, and other initiatives.

Please note: all job duties will be carried out remotely via telework.

Under the supervision and direction of the ESDS Office:

1. Edits ESDS and student course documents to meet accessibility standards
2. Assists with accessibility matters for students and for the UMB community
3. Supports ESDS with programming & events
4. Researches best practices for accessibility
5. Monitors students virtually during test sessions to ensure a secure testing environment as needed
6. Assists with note taking recruitment
7. Updates ESDS website
8. Assists ESDS Director with academic coaching program
9. Assists with other UMB Student Affairs duties
10. 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 (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 disabilityservices@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.