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

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).

Could this work-site be considered as Community Service? Yes___ No X___

UMD Department: Intercultural Leadership and Engagement Center
(Full Name of Department)

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

Address: Campus Center, 621 W. Lombard Street, Baltimore, MD 21201

Telephone: 410-889-5142 Fax No: 410-706-0265

Work Study Supervisor’s Full Name: Cynthia Rice

Work Study Supervisor’s Title: Director

E-mail Address: crice@umaryland.edu

Alternate Supervisor’s Full Name: Courtney Jones Carney

Alternate Supervisor’s Title: Executive Director

E-mail Address: Courtney.Carney@umaryland.edu

Job Title: Office Assistant - Teleworking

Job Function: ___ COVID Technical ___ COVID Research Lab/Clinical ___ COVID Tutor ___ COVID Program Admin

Telework Duties Only: Please attach a separate job description (see below)

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: fac@umaryland.edu Phone: 410-706-7347

Updated July 24, 2020
Position Summary:

The Student Office Assistant performs a variety of basic tasks associated with the efficient, day-to-day operation of the Student Development and Leadership Unit.

Major Telework Responsibilities:

1. Typing documents in Excel, Microsoft Word, etc;

2. Assisting with creating digital flyers, announcements, and other notices to market Student Development and Leadership meetings, programs and other events;

3. Assist with the planning and coordination of virtual, campus-wide student activities and special events held throughout the year;

9. Assist with doing research to support programming and other student-related activities;

10. Assisting the Director of Student Leadership & Development with projects and assignments.

11. Assisting with coordinating a variety of Campus Life programming activities in a virtual environment;

12. Performing other duties as assigned.