

**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 X

UMB Department Office of International Services
(Full Name of Department)

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

Address 621 W. Lombard Street, 3rd Floor, Baltimore, MD 21201

Telephone 410.706.7488 Fax No. _____

Work Study Supervisor's Full Name Amy Ramirez

Work Study Supervisor's Title Executive Director, Global Learning & International Services

E-mail Address aramirez@umaryland.edu

Alternate Supervisor's Full Name Gina Dreyer

Alternate Supervisor's Title Associate Director, International Services

E-mail Address gdreyer@umaryland.edu

Job Title International Services Legal 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**

Position Title: **International Services Legal Assistant**

Department: Office of International Services (OIS)

Location: 621 W. Lombard St., 3rd Floor

Baltimore, MD 21201

The Legal Assistant will assist the Executive Director of Global Learning and International Services with the management of immigration cases referred to UMB's outside immigration counsel. We are seeking a student that is available to work between 4 and 8 hours per week.

The legal assistant will:

- Review requests for physician J-1 waivers, O-1 and Permanent Residency sponsorship submitted by UMB departments.
- Draft task orders for referral to outside counsel
- Monitor the e-mail inbox for all correspondence associated with cases currently being prepared by outside counsel.
- Make updates to records in OIS database as applications move through various stages
- Assist with communications between relevant parties as directed
- Assist with special projects as assigned

Interested applicants should email their resume, a writing sample (preferably demonstrating knowledge of U.S. immigration law) and availability to Amy Ramirez at aramirez@umaryland.edu.