

UNIVERSITY OF MARYLAND  
SUMMER 2024/FALL 2024/SPRING 2025  
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

UMB Department DSA UMB Student Counseling Center  
(Full Name of Department)

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

Address 621 W Lombard St

Telephone 410 328 8404 Fax No. \_\_\_\_\_

Work Study Supervisor's Full Name Tierra Femis Major

Work Study Supervisor's Title Sr. Referral and Prevention Specialist

E-mail Address t.major@umaryland.edu

Alternate Supervisor's Full Name Cassie Moon, PhD

Alternate Supervisor's Title Staff psychologist

E-mail Address Cassie.moon@umaryland.edu

Job Title Mental Health Ambassador

Job Function: \_\_\_ Technical  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](mailto:FWS@umaryland.edu)

Phone: 410-706-7347

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

## **Student Counseling Center – Student Work Study Position**

**Department:** Student Counseling Center (SCC)

**Shift:** (25% virtual) Monday – Friday; days and time commitments are negotiable

**Hours:** 10-20 hours per week; June 2023 start

**Type:** Federal Work Study

**Positions available:** 2

### **Primary Duties**

This position will serve as a support person for SCC needs, including outreach programming, research, outside provider communications, and other initiatives. On campus responsibilities include outreach events, such as tabling.

### **Under the supervision and direction of the SCC Office:**

1. Edits SCC documents and website to meet accessibility standards
2. Assists with outside referral matters for students and for the UMB community
3. Supports SCC with programming & events
4. Serve as I Will Listen Campus Ambassador during Mental Health Awareness Week (October)
5. Researches new resources and mental health information
6. Assists with SCC provider referral lists
7. Assists with other UMB Student Affairs duties
8. 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 and some weekends (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 [tmajor@umaryland.edu](mailto:tmajor@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.*