



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>Educational Support and Disability Services</u> (Full Name of Department)
Off-Campus Agency	_____ (Full Name of Agency- For Off-Campus Positions Only)
Address	<u>621 W. Lombard Street Suite 304 Baltimore, Md 21201</u>
Telephone	<u>410-706-0568</u>
Fax No.	<u>410-706-2865</u>
Work Study Supervisor's Full Name	<u>Nia Baker</u>
Work Study Supervisor's Title	<u>Testing Center and Disability Services Coordinator</u>
E-mail Address	<u>niabaker@umaryland.edu</u>
Alternate Supervisor's Full Name	<u>Ann Kim</u>
Alternate Supervisor's Title	<u>Director of Educational Support and Disability Services</u>
E-mail Address	<u>ann.kim@umaryland.edu</u>
Job Title	<u>Test Proctor</u>
Job Function:	___ Technical <u>X</u> 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

Testing Center Proctor, ESDS Position

Department: Educational Support and Disability Services (ESDS)

Shift: Monday – Friday (Morning, Mid-Day, and Afternoon shifts available)

Hours: 5-10 Hours/Week: September 2025 Start

Type: Part Time/ CII/ Non-Exempt Position

Positions available: 5-6

Under the supervision and direction of the ESDS Office:

This position will support ESDS needs, including accessibility, ensuring testing appointment accommodations are ready before exams, and monitoring exams while in the ESDS Testing Center.

Primary Duties

- Prepare test room and exam materials prior to students' arrival.
- Monitor exams in the ESDS Testing Center during exam sessions to ensure a secure testing environment as needed.
- Assists with scheduling exams when needed.
- Provide technical support when needed.
- Read standard instructions to test taking students when needed.
- Perform walkthroughs of the testing room throughout the exam.
- Enforces time limits and compliance with other examination procedures.
- Assist ESDS Director with other UMB Student Affairs duties.
- Perform other duties as assigned.

Minimum Qualifications

- UMB Student
- High School Diploma
- Previous experience working in a confidential environment preferred

Required Skills and Abilities

- Must have morning and evening availability to work
- Possess 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 niabaker@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.