UNIVERSITY OF MARYLAND
SUMMER 2019/FALL 2019/SPRING 2020
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST
(Supervisor's On-line Orientation must be completed) http://www.umdweb.maryland.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 School of Dentistry, Office of Student Affairs

(Full Name of Department)

Off-Campus Agency ____________________________________________________________________________

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

Address 650 W. Baltimore St., Ste. 6416

Telephone 410 706 5627 Fax No. 410 706 2054

Work Study Supervisor's Full Name Kelly Powers

Work Study Supervisor's Title Office Manager, Department of Student Affairs

E-mail Address kpowers1@umdweb.maryland.edu

Alternate Supervisor's Full Name Karen Faraone, DDS

Alternate Supervisor's Title Associate Dean of Department of Student Affair

E-mail Address kfarone@umdweb.maryland.edu

Job Title 2021 Yearbook Editor

Job Function: X Technical X Administrative ___ Research Lab ___ Research Clinical ___ Tutor ___ Program Admin.

Duties: This position contains both technical and administrative functions. The duties include working with the publisher and other yearbook editors on all aspects of the designing and production of the yearbook.

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:
Student Employment Office; University Of Maryland, Baltimore; 601 W. Lombard St., Suite 221; Baltimore, MD 21201
Phone: 410-706-7347 E-Mail: fws@umdweb.maryland.edu URL: www.umdweb.maryland.edu/workstudy
Chief and Co-Editor Yearbook Job Description

Design and produce the University of Maryland School of Dentistry's (UMSOD) yearbook. This includes attending yearbook committee meetings; scheduling professional and candid photos of senior students; organizing and scheduling faculty, staff, and departmental photos; gathering data, articles and documents for publication; compiling and organizing ads and family acknowledgements; working with other editors and the publisher to design pages, articles and cover; scheduling and participating in the distribution of the yearbooks.