UNIVERSITY OF MARYLAND  
SUMMER 2022/FALL 2022/SPRING 2023  
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.

<table>
<thead>
<tr>
<th>Could this work-site be considered as Community Service?</th>
<th>Yes</th>
<th>No</th>
<th>X</th>
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</thead>
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**UMB Department**  
SOD, 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

**E-mail Address**  
kpowers1@umaryland.edu

**Alternate Supervisor’s Full Name**  
Karen Faraone, DDS

**Alternate Supervisor’s Title**  
Associate Dean, Student Affairs

**E-mail Address**  
kfaraone@umaryland.edu

**Job Title**  
Yearbook Editor

**Job Function:**  
X 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  
**Phone:** 410-706-7347

**Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221; Baltimore, MD 21201**
Detailed Job Description of Position:

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 acknowledgments; working with other editors and the publisher to design pages, articles and cover; scheduling and participating in the distribution of the yearbooks.