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.umd.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 University of Maryland Francis King Carey School of Law – Office of Admissions
(Full Name of Department)

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

Address 500 West Baltimore Street, Suite 130, Baltimore, MD 21201

Telephone 410-706-3492 __________ Fax 410-706-1793

Work Study Supervisor’s Full Name Jonathan M. Glick

Work Study Supervisor’s Title Director of Admissions

E-mail Address jglick@law.umd.edu

Alternate Supervisor’s Full Name Riva Medina

Alternate Supervisor’s Title Assistant Director of Admissions

E-mail Address rmedina@law.umd.edu

Job Title Research Fellow

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

Duties Perform research, and related tasks in support of student recruitment, marketing, and outreach activities of the Office of Admissions at the Carey School of Law. Research projects include effects of changing technology in recruitment practices, and higher education trends at the undergraduate and graduate levels in the U.S. Other duties include participating in campus visit programs and creating content for different social media platforms.

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: fse@umd.edu URL: www.umd.edu/workstudy
OFFICE OF ADMISSIONS - RESEARCH FELLOW

JOB DESCRIPTION:

- Perform research and related tasks in support of student recruitment, marketing, and outreach activities of the Office of Admissions at the Carey School of Law.
- Research projects include effects of changing technology in recruitment practices, and higher education trends at the undergraduate and graduate levels in the U.S.
- Other duties include participating in campus visit programs and creating content for different social media platforms.