UNIVERSITY OF MARYLAND
SUMMER 2023/FALL 2023/SPRING 2024
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 X____

UMB Department ________________ Office of Admissions - University of Maryland Carey School of Law __________________________
                  (Full Name of Department)

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

Address ________________ 500 W. Baltimore St. Baltimore, MD 21201 ____________________________

Telephone ________________ 410-706-3492 Fax No. ____________________________

Work Study Supervisor’s Full Name ________________ Jonathan Glick ____________________________

Work Study Supervisor’s Title ________________ Director of Admissions ____________________________

E-mail Address ________________ jglick@law.umaryland.edu ____________________________

Alternate Supervisor’s Full Name ________________ Meghan Fields ____________________________

Alternate Supervisor’s Title ________________ Assistant Director of Admissions ____________________________

E-mail Address ________________ m.fields@law.umaryland.edu ____________________________

Job Title ________________ Research Fellow ____________________________

Job Function: ___ Technical  X  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 Hybrid Capable Position:

**SOL Admissions – Research Follow**

- Perform research tasks in support of student recruitment, marketing, social media, and outreach activities
- Participate in virtual and in-person events such as Q&As, panels, meet and greets, etc.
- Handle in-person tour operations
- Handle walk-in prospective applicant inquiries
- Handle the main admissions phone line, mailings, and crafting recruitment documents and folders
- Reach out to admitted students and prospective students via phone calls, emails, and Zoom
- Attend law fairs