OFFICE OF STUDENT EMPLOYMENT

UNIVERSITY OF MARYLAND
SUMMER 2020 – Amended Hiring Request during COVID19
FEDERAL WORK-STUDY SUPERVISOR’S STUDENT REQUEST
(Supervisor’s On-line Orientation must be completed) http://www.umaryland.edu/workstudy

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

Mandatory: Attach a job description for this FWS position (please ensure only telework capable duties are included).

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 Glick

Work Study Supervisor’s Title Director of Admissions

E-mail Address jglick@law.umaryland.edu

Alternate Supervisor’s Full Name Riva Medina

Alternate Supervisor’s Title Assistant Director of Admissions

E-mail Address rmedina@law.umaryland.edu

Job Title Research Fellow


Telework Duties Only: Please attach a separate job description (see below)

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: E-Mail: fws@umaryland.edu Phone: 410-706-7347

Updated April 29, 2020
Detailed Job Description of Telework Capable Position:

- Perform research tasks in support of student recruitment, marketing, social media, and outreach activities (telework capable)
- Participate in virtual events such as Q&As, panels, meet and greets, etc.
- Reach out to admitted students and prospective students via phone calls, emails, and Zoom