

**UNIVERSITY OF MARYLAND
SUMMER 2025/FALL 2025/SPRING 2026
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 _____ University of Maryland Carey 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 - Admissions, 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 _____ Associate Director for 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

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 local law fairs and virtual recruitment events
- Interview prospective students for admissions
- Job may include opportunities to travel to national law fairs that are not in conflict with classes or coursework