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.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 SUN OFFICE OF ADMISSIONS
(Full Name of Department)

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

Address 965 W. BALTIMORE STREET SUITE 190

Telephone 6-7478 Fax No. 6-0467

Work Study Supervisor’s Full Name NAUSHANAI FAREEN

Work Study Supervisor’s Title PROGRAM DIRECTOR

E-mail Address nfareen@som.umaryland.edu

Alternate Supervisor’s Full Name BRANDY VINSON

Alternate Supervisor’s Title RECRUITMENT COORDINATOR

E-mail Address bvinson@som.umaryland.edu

Job Title STUDENT COORDINATOR

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

Duties: Be responsible for coordinating our applicant outreach and interview days. We interview on Monday and Wednesday from Sept-March. Other duties include selecting the volunteers, sending emails, and making sure the volunteers show up. Office tasks include scoring applications, making copies, and more.

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: fss@umaryland.edu URL: www.umaryland.edu/workstudy
Work-Study Job Description

Student Coordinator:

Responsible for coordinating our applicant lunches on interview days. We interview on Mondays and Wednesdays from September – March each year. Other responsibilities include scheduling the volunteers, sending emails, and making sure volunteers show up to the lunches. Office tasks will include greeting applicants, making copies, and filing.