

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

UMB Department SOM Office of Admissions
(Full Name of Department)

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

Address 685 W. Baltimore St., Ste. 190

Telephone 6-7478 Fax No. 6-4067

Work Study Supervisor's Full Name RAUSHANAH KAROEM

Work Study Supervisor's Title DIRECTOR, Office of Admissions

E-mail Address rkaroen@som.umaryland.edu

Alternate Supervisor's Full Name BRADY VINSON

Alternate Supervisor's Title RECRUITMENT COORDINATOR

E-mail Address brvins@som.umaryland.edu

Job Title STUDENT COORDINATOR

Job Function: ___ Technical ___ 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

Office of Admissions – work study position (hybrid work environment)

Our office is continuing with a hybrid approach to interviews, with all applicant interviews conducted remotely, coupled with in-person opportunities for accepted students to visit and tour the campus. We will need students to coordinate the student volunteers for the remote applicant lunches and will also need students to facilitate the applicant lunches and tours for each interview day. Our work study students will also help with facilitating the in-person campus visits for the accepted students throughout the application cycle. Our work study students will be working virtually and on-campus.