UNIVERSITY OF MARYLAND  
SUMMER 2024/FALL 2024/SPRING 2025  
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 SOM Office of Admissions  
(Full Name of Department)  

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

Address 629 W. Baltimore St, Suite 190  

Telephone 6 - 7478 Fax No. 6 - 4067  

Work Study Supervisor’s Full Name RAUSHANAI KAREEM  
Work Study Supervisor’s Title DIRECTOR, Office of Admissions  
E-mail Address rkareem@som.umd.edu  

Alternate Supervisor’s Full Name BRANDY VINSON  
Alternate Supervisor’s Title RECRUITMENT COORDINATOR  
E-mail Address brvinsom@som.umd.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

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.