**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](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.

<table>
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<tr>
<th>Could this work-site be considered as Community Service?</th>
<th>Yes [ ] No [X]</th>
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**UMB Department** Office of Admissions and Student Scholarships

(Full Name of Department)

**Off-Campus Agency**

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

**Address** 655 W. Lombard St, Suite 101

**Telephone** 410-706-2221

**Fax No.**

**Work Study Supervisor’s Full Name** Tara Howard

**Work Study Supervisor’s Title** Administrative Assistant

**E-mail Address** tara.howard@umaryland.edu

**Alternate Supervisor’s Full Name** Sheena Jackson

**Alternate Supervisor’s Title** Director of Admissions and Student Scholarships

**E-mail Address** sheena.jackson@umaryland.edu

**Job Title** Student Aide

**Job Function:** Technical [ ] Administrative [ ] Research Lab [ ] Research Clinical [ ] Tutor [X] 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**
Job Description

The Office Assistant will work with The Office of Admissions and Student - Scholarships within the University of Maryland School of Nursing, under the supervision of the Director of Admissions, Sheena Jackson and Tara Howard, Administrative Assistant.

Specific Responsibilities - which will be 80% In-Office & 20% recruitment duties.

- Ability to respond to in-person inquiries regarding our services and programs.
- Assist with answering the phones.
- Assist with college guided tours, presentations, and student outreach.
- Communicate issues and concerns to the staff, as needed.
- Assist with completing inventory, scanning, linking and filing documents.
- Greet visitors, assist with walk-ins, answering questions and referring students and prospective students to the appropriate departments.
- Read and respond to emails in a timely manner.
- Manage the Admissions calendar and schedule appointments for multiple admissions personnel.
- Assist with recruitment, recruiting events, and activities on and off campus.
- Manage Ask a Student chat software.
- Record and complete staff meeting minutes.

Required Skills/Abilities

- Ability to work independently and/or part of a team
- Attention to detail
- Flexible hours
- Time management skills
- Good multi-tasking skills
- A Positive Attitude
- Professional written and verbal communication skills
• Complete miscellaneous projects and tasks as assigned by professional staff
• Ability to present information accurately and confidently to varied audiences.

Compensation

• Work study wages for eligible students

Primary Contact

• Tara Howard – 410-706-2221, tara.howard@umaryland.edu