

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 X \_\_\_\_\_

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 ☒ 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](mailto: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](mailto:tara.howard@umaryland.edu)