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 [Student and Academic Service (SAS)]
(Full Name of Department)

Off-Campus Agency [Full Name of Agency - For Off-Campus Positions Only]

Address: 655 W. Lombard Street, Suite 102

Telephone: 410-706-7827 Fax No. 410-706-7238

Work Study Supervisor's Full Name Linda Daley Ohla

Work Study Supervisor's Title Manager

E-mail Address: lafiala@umaryland.edu

Alternate Supervisor's Full Name Larry Pillian

Alternate Supervisor's Title Associate Dean

E-mail Address: pillian@umaryland.edu

Job Title: Administrative Assist

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

Duties: __ See Attached

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; 691 W. Lombard St, Suite 221; Baltimore, MD 21201
Phone: 410-706-7347 E-Mail: jw@u2maryland.edu URL: www.umaryland.edu/workstudy
POSITION DESCRIPTION -- OSAS STUDENT ADMINISTRATIVE ASSISTANT

Job Description:

The Student Administrative Assistant will work within the Office of Student and Academic Services ("OSAS") at the University of Maryland Baltimore under the supervision of the Office Manager and will provide the following services:

Minimum Qualifications:

- Enrolled as a current University of Maryland Baltimore student in good academic standing within your program at the time of application and throughout the employment period.
- Commitment to serve in the position for one semester
- Must have a positive attitude
- Provide friendly and professional customer service

Specific Responsibilities;

- Greeting visitors, assisting with answering questions, and referring students to the appropriate departments
- Assist with answering phones
- Scheduling appointments
- Ability to respond to in-person inquiries regarding our services
- Filing documents
- Reading and responding to emails in a timely manner
- Scanning and organizing documents
- Assist departments with multiple projects

Requirements:

- Ability to work independently and/or as a part of a team
- Attention to detail
- Available to work on Fridays
- Flexible hours
- Good multi-tasking skills
- Have a positive attitude
- Professional written and verbal communication skills
- Complete miscellaneous projects and tasks as assigned by professional staff

Compensation:

- Work study wages for eligible students

Primary Contact: Linda Attila, 410-706-7827, latilia@umaryland.edu