UNIVERSITY OF MARYLAND
SUMMER 2022/FALL 2022/SPRING 2023
FEDERAL WORK-STUDY SUPERVISOR’S STUDENT REQUEST
(Supervisor’s On-line Orientation and Supervisor Acknowledgement Checklist must also be completed) [https://www.umaryland.edu/workstudy](https://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 Son Student and Academic Services
(Full Name of Department)

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

Address 755 W. Lombard Street, Baltimore, MD 21201

Telephone 410-706-7827 Fax No. _______________________________________________________

Work Study Supervisor’s Full Name Linda Daley Atiba

Work Study Supervisor’s Title Office Manager

E-mail Address LATILA@umaryland.edu

Alternate Supervisor’s Full Name Jana Goodwin, Interim Assoc. Dean

Alternate Supervisor’s Title Jennifer Schum, Assoc. Dean

E-mail Address Jennifer’s email not assigned yet

Job Title Student Administrative Assistant

Job Function: Technical □ Administrative X 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
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:

Specific Responsibilities;

- Ability to respond to in-person inquiries regarding our services
- Assist with answering phones and assisting visitors with using the kiosks
- Assist with college guided tours and student outreach
- Communicate issues and concerns to Admission professional staff as needed
- Filing documents
- Front desk receptionist duties one day each a week for half a day
- Greeting visitors, assisting with answering questions, and referring students to the appropriate departments
- Reading and responding to emails in a timely manner
- Scanning and organizing documents
- Scheduling appointments for multiple admissions personnel

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

Requirements:

- Ability to work independently and/or as a part of a team
- Attention to detail
- 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 Atila, 410-706-7827, latila@umaryland.edu