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: School of Pharmacy Student Affairs Office
(Full Name of Department)

Off-Campus Agency: ____________________________
(Full Name of Agency)

Address: 20 North Pine Street, PH S765, Baltimore, MD 21201

Telephone: 410-706-6586  Fax No. 410-706-2158

Work Study Supervisor’s Full Name: Margaret Hayes

Work Study Supervisor’s Title: Director Student Services & Outreach

E-mail Address: mhayes@rx.umaryland.edu

Alternate Supervisor’s Full Name: Kim Ladjabi

Alternate Supervisor’s Title: Associate Director, Records & Registration

E-mail Address: kladjabi@rx.umaryland.edu

Job Title: Admin/Office Assistant

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

Duties: To provide general office support to include word processing, filing, editing and using other computer software, answering phones, proofreading, creating spreadsheets and power point presentations, returning calls, photocopying, and preparing draft emails and answering emails, assisting in preparation of bulk mailings, and performing other related duties as assigned.

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, 601 W. Lombard St, Suite 221; Baltimore, MD 21201
Phone: 410-706-7347  E-Mail: fws@umaryland.edu  URL: www.umaryland.edu/workstudy
OFFICE ASSISTANT POSITION
Work Study

JOB SUMMARY

PRIMARY DUTIES

To provide general office support to include word processing, filing, editing and proofreading, creating spreadsheets and power point presentations, using other computer software, answering phones, returning calls, photocopying, and preparing draft emails and answering emails, assisting in preparation of bulk mailings, and performing other related duties as assigned.

Receives and directs incoming calls and visitors. Responds to general inquiries regarding office operations.

2.

3. Assembles and compiles basic data according to specific instructions. Utilizes manual and automated methods to enter and retrieve data.

4. Prepares and assists in preparing bulk mailings.

5. Delivers, posts and retrieves documents and materials on campus.

6. Operates office equipment such as single and multi-line telephones, personal computers, typewriters, facsimile machines, and photocopiers.

7. Assist in data entry with spreadsheets and other documentation.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to read, spell accurately, and write legibly; to communicate effectively; to operate manual and automated office equipment and keyboards; to file documents according to alphabetic and numeric sequences; to understand and follow oral and written instructions; to communicate effectively; to maintain effective work relationships; to perform arithmetic computations.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.