

UNIVERSITY OF MARYLAND
SUMMER 2024/FALL 2024/SPRING 2025
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 <input checked="" type="checkbox"/>
UMB Department	Pharmacy Student Affairs
	(Full Name of Department)
Off-Campus Agency	
	(Full Name of Agency- For Off-Campus Positions Only)
Address	20 N Pine St., Ste. S722
Telephone	410-706-7653
Fax No.	
Work Study Supervisor's Full Name	JuliAna Brammer
Work Study Supervisor's Title	Director, Admissions
E-mail Address	jbrammer@rx.umaryland.edu
Alternate Supervisor's Full Name	Donna Dortch
Alternate Supervisor's Title	Asst. Director, Registration
E-mail Address	ddortch@rx.umaryland.edu
Job Title	Office Assistant
Job Function:	___ Technical <input checked="" type="checkbox"/> 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

Phone: 410-706-7347

*Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221;
Baltimore, MD 21201*

Job Description of Office Assistant Position for SOP Student Affairs

Office Assistant Duties

- Review, respond, and/or triage email inquiries from current and prospective PharmD students
- Answer phones and greet/assist walk ins for the Office of Student Affairs
- Assist with completing forms and routine student affairs requests
- Contact prospective students for admissions follow-up
- Assist with online events or online interviews for admissions
- Return or triage phone messages
- Assist with admissions/recruitment projects such as compiling undergraduate information
- Filing