UNIVERSITY OF MARYLAND  
SUMMER 2021 – Amended Hiring Request during COVID19 
FEDERAL WORK-STUDY SUPERVISOR’S STUDENT REQUEST 
(Supervisor’s On-line Orientation must be completed) [http://www.umaryland.edu/workstudy](http://www.umaryland.edu/workstudy)

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

Mandatory: Attach a job description for this FWS position (please ensure only telework capable duties are included).

<table>
<thead>
<tr>
<th>Could this work-site be considered as Community Service?</th>
<th>Yes</th>
<th>No X</th>
</tr>
</thead>
</table>

**UMB Department:** School of Social Work - Social Work Community Outreach Service  
*(Full Name of Department)*

**Off-Campus Agency:** _________________________________________________  
*(Full Name of Agency - For Off-Campus Positions Only)*

**Address:** 525 W. Redwood Street

**Telephone:** 410-706-1883  
**Fax No.:** __________

**Work Study Supervisor’s Full Name:** Nia Speaks

**Work Study Supervisor’s Title:** Program Management Specialist

**E-mail Address:** nia.speaks@ssw.umaryland.edu

**Alternate Supervisor’s Full Name:** Rebecca Davis

**Alternate Supervisor’s Title:** Assistant Director

**E-mail Address:** rDavis@ssw.umaryland.edu

**Job Title:** Administrative Assistant

**Job Function:** ___ COVID Technical ___ COVID Research Lab/Clinical ___ COVID Tutor X COVID Program Admin.

Telework Duties Only: Please attach a separate job description (see below)

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:*  
**E-Mail:** fws@umaryland.edu  
**Phone:** 410-706-7347

Updated March 2021
Detailed Job Description of Telework Capable Position:

SWCOS work study student (Program Administrative Assistant) will be responsible for performing the following clerical tasks while teleworking only:
- Checking voice messages for the main office phone line, and reply to inquiries using online voice messaging service
- Checking SWCOS email inbox daily and sharing information with staff and replying to inquiries
- Virtually assist the preparation of office and campus documents
- Virtual communication with candidates during hiring SWCOS hiring process
- Electronically filing documents
- Assist with program social media and online communication
- Assisting with the set-up of virtual meetings
- Virtually assist with collecting data for evaluations and assessments for field instructors
- Virtually assist with special projects as needed
- Other administrative duties as assigned performed virtually