

UNIVERSITY OF MARYLAND
SUMMER 2023/FALL 2023/SPRING 2024
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 X

UMB Department Child Welfare Academy, Institute for Innovation, School of Social Work
(Full Name of Department)

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

Address 306 W. Redwood St. Baltimore, MD 21201

Telephone (410)706-0721 Fax No. _____

Work Study Supervisor's Full Name Laura Teetermoran

Work Study Supervisor's Title Training Manager

E-mail Address lteetermoran@ssw.umaryland.edu

Alternate Supervisor's Full Name Jennifer Kelman, Ph.D.

Alternate Supervisor's Title Director, MD Workforce Training & Development Unit and The Child Welfare Acad

E-mail Address jkelman@ssw.umaryland.edu

Job Title Program Assistant, Child Welfare Academy

Job Function: ___ Technical 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

Federal Work Study Position: Program Assistant, Child Welfare Academy

Housed within the Institute for Innovation and Implementation, School of Social Work, the Child Welfare Academy (CWA), coordinates and provides training to Maryland public resource (foster) parents and the child welfare workforce. CWA is committed to enhancing the safety, permanency, and well-being of Maryland children and families through the development and provision of training that is relevant, family-centered, strengths-based, culturally competent, and trauma-informed.

CWA has a position available immediately for a Program Assistant who will assist with managing registration and attendance information, responding to parent inquiries by phone and email, coordinating and participating in two annual conferences, supporting training sessions, preparing training materials, and other administrative or support duties as assigned. Requires some knowledge and proficiency with Microsoft products such as Outlook, Excel, Word, and Publisher. Required skills include excellent communication, attention to detail, organizational skills, project management, and a positive attitude.

Summer and Fall 2023 and Spring 2024 openings. Flexible hours available: M-F (day and evening), occasional Saturdays and possible occasional local travel (when in person parent training opportunities occur). At least 50% of work must be completed in person.

For more information, contact Laura Teetermoran, lteetermoran@ssw.umaryland.edu, or 410-706-0721.