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.umd.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 ___

UMB Department School of Social Work Office of Student Affairs
(Full Name of Department)

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

Address ________________________________

Telephone 410-706-3608 Fax No. 410-706-6108

Work Study Supervisor's Full Name Channnon Hammond

Work Study Supervisor's Title Administrative Assistant II

E-mail Address channnon@ssw.umd.edu

Alternate Supervisor's Full Name Dawn Shafer

Alternate Supervisor’s Title Associate Dean for Student Affairs

E-mail Address dshafer@ssw.umd.edu

Job Title Student Affairs Program Assistant

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

Duties See Attached.

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: fax@umd.edu URL: www.umd.edu/workstudy
The School of Social Work Office of Student Affairs (OSA) is seeking a student with federal work study for 15-20 hours per week to assist in program planning and general tasks related to the functions of OSA.

Scope of Duties:
- Assist with office tasks including filing, converting files into digital formats, etc.
- Assist with creating and implementing program evaluations
- Assist in event planning tasks
- Staff events as needed
- Assist in student engagement efforts
- Assist with creating content for a variety of social media platforms
- Maintain current list of resources for a variety of areas
- Other duties as specified and agreed upon
- Depending upon office needs and student worker interest, there may be opportunities to assist in various program development efforts

Preferred Skills
Previous knowledge/experience with any of the following:
- Familiarity with electronic evaluation software (Qualtrics, etc.)
- Excel
- Student Affairs
- Social Media