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 X |

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

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

Address ___________ 525 W. Redwood St., Room 2W14, Baltimore, MD 21201________

Telephone 410-706-5100 ___________ Fax No. 410-706-7897

Work Study Supervisor's Full Name Theresa Washington

Work Study Supervisor's Title Program Coordinator

E-mail Address twashington@ssw.umd.edu

Alternate Supervisor's Full Name Henriette Taylor

Alternate Supervisor's Title Assistant Dean of Student Services

E-mail Address htsaylor@ssw.umd.edu

Job Title Program Assistant

Job Function: ___ Technical X 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
School of Social Work, Office of Student Services (OSS)

Student Services Program Assistant

The School of Social Work Office of Student Services 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 OSS. Student may be tasked to do a variety of tasks including literature searches, review of best practices regarding OSS programming, compiling data, writing summaries, general events planning, and administrative tasks.

Scope of Duties

- Assist with creating and implementing program evaluations
- Assist with coordination of career services
- Assist with event planning tasks
- Staff OSS events/office as needed
- Writing reports
- Research best practices for career development
- Maintain current list of resources for a variety of areas
- Other duties as specified and agreed upon

Preferred Skills

Previous knowledge/experience with any of the following:

- Familiarity with electronic evaluation databases
- Microsoft Office
- Canva
- Wufoo