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.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 X No

UMB Department _Child Welfare Academy, School of Social Work_ (Full Name of Department)

Off-Campus Agency ____________________________________________ (Full Name of Agency)

Address 525 W Redwood Street, Baltimore, MD 21201

Telephone 410.706.7517 Fax No. 410.706.2423

Work Study Supervisor’s Full Name _Jill Carter_

Work Study Supervisor’s Title _Lead Instructional Technologist_

E-mail Address _jcarter@ssw.umaryland.edu_

Alternate Supervisor’s Full Name _Jennifer Kelman_

Alternate Supervisor’s Title _Director, Child Welfare Academy_

E-mail Address _jkelman@ssw.umaryland.edu_

Job Title _Instructional Technology Assistant_

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

Duties: Assist the instructional technologist in maintaining and update the Learning Management System (LMS), creating online learning modules, and hosting webinars. The position involves routine duties such as data entry and responding to phone/email inquiries.

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: fws@umaryland.edu URL: www.umaryland.edu/workstudy
Workstudy Position

The Child Welfare Academy (CWA), located in the School of Social Work, creates and offers continuing education training to child welfare workers. The CWA is looking for a work study student available immediately. The instructional technology assistant position will assist the instructional technologist in maintaining and updating the Learning Management System (LMS), creating online learning programs, and hosting webinars. The position includes routine duties such as data entry and customer service via phone and email. It requires some knowledge of Microsoft products such as PowerPoint, Outlook, Excel, and Word and a willingness to learn new technology.

For more information, contact Jill Carter at jcarter@ssw.umaryland.edu or 410.706.7517.