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 ✓ No

UMB Department: School of Social Work — Title IV-E Program
(Full Name of Department)

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

Address: 525 W. Redwood Street, Baltimore, MD 21201

TelephoneNumber: 410-706-8342 Fax Number: 410-706-1271

Work Study Supervisor’s Full Name: Mary Ann Galeano

Work Study Supervisor’s Title: Program Coordinator

E-mail Address: mgaleano@ssw.umaryland.edu

Alternate Supervisor’s Full Name: Debra A. Linsenmeyer

Alternate Supervisor’s Title: Educational Director

E-mail Address: dlinsenmeyer@ssw.umaryland.edu

Job Title: Administrative Assistant

Job Function: ☒ Technical ☐ Administrative ☐ Research Lab ☐ Research Clinical ☐ Tutor ☐ Program Admin.

Duties: Data entry; preparation of training materials; assist with training events; reception; answer phones; provide callers with recruitment materials, inventory and store materials; preparation of Word and Excel documents.

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: fes@umaryland.edu URL: www.umaryland.edu/workstudy
University of Maryland School of Social Work
Title IV-E Education for Public Child Welfare Program

**Job Description:** Administrative Assistant

- Answer director’s phone (when needed) and receptionist phone line.
- Greet visitors and assist with their questions by directing them appropriately.
- Provide callers with electronic recruitment materials.
- Prepare student training materials.
- Assist with training events.
- Summarize training evaluations.
- Typing of various documents and forms.
- Maintain program’s Facebook page.
- Assist with various projects.
- Retrieve mail from mailroom.
- Maintain office supplies and compile an order form, if needed.
- Data entry.