



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

UMB Department School of Social Work
(Full Name of Department)

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

Address 525 West Redwood, Baltimore MD 21209

Telephone 3012335466 Fax No. _____

Work Study Supervisor's Full Name Dawn Shafer

Work Study Supervisor's Title Associate Dean for Student Affairs

E-mail Address dshafer@ssw.umaryland.edu

Alternate Supervisor's Full Name Neijma Celestine Donnor

Alternate Supervisor's Title Associate Dean, DEI

E-mail Address ncelestine-donnor@ssw.umaryland.edu

Job Title Student Affairs Lead First-Generation Scholar

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**

Student Affairs Lead First-Generation Scholar

This FWS student position will support the Office of Student Affairs by serving as a lead scholar for the first-generation student success program (FGSP). This position will be hybrid, allowing the candidate to work in person at SSW sometimes and work independently and remotely at other times. The ideal candidate is committed to helping to create a welcoming and inclusive environment for all students. Duties will include:

1. Working closely with the Student Affairs Dean to create a sense of inclusion for students
2. Co-facilitating community building circles for the FGSP with the Associate Dean
3. Offering support and guidance to first-generation students
4. Connecting students with appropriate resources
5. Event planning
6. Assisting in the development of a first-generation faculty and staff mentoring initiative
7. Reviewing program assessment data
8. Hold informal office hours in first-gen and friends lounge
9. Researching other first-generation programs and providing recommendations to the OSA Dean
10. Maintain Blackboard Organization site for FGSP
11. Other duties as assigned