

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 <input checked="" type="checkbox"/>
UMB Department	School of Social Work Student Affairs, under Academic Advising (Full Name of Department)
Off-Campus Agency	_____ (Full Name of Agency- For Off-Campus Positions Only)
Address	525 W. Redwood Street, Baltimore, MD 21201
Telephone	410-706-3525
Fax No.	_____
Work Study Supervisor's Full Name	Alexander Cosentino-Tich
Work Study Supervisor's Title	Academic and Career Advisor
E-mail Address	acosentino@ssw.umaryland.edu
Alternate Supervisor's Full Name	Dawn Shafer
Alternate Supervisor's Title	Associate Dean for Student Affairs
E-mail Address	dshafer@ssw.umaryland.edu
Job Title	SSW Peer Advisor
Job Function:	<input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> Research Lab <input type="checkbox"/> Research Clinical <input type="checkbox"/> Tutor <input checked="" type="checkbox"/> 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](mailto:FWS@umaryland.edu)

Phone: 410-706-7347

Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221;  
Baltimore, MD 21201

## Peer Advisor:

This position is for 10-12 hours a week and it reports to the Academic and Career Advisor. The peer advisor will serve as an informed and knowledgeable resource throughout the academic year to fellow students. This role is only for students who have completed their Foundation Curriculum.

A peer advisor work study student may do the following:

- Assist first year students in advising
- Refer students to appropriate campus resources, responding to questions or concerns of students
- Know various academic procedures (dropping a class, waitlist a class, taking exemption exams) and be able to accurately communicate this information to students
- Research advising best practices for in-person, online, and hybrid programs
- Assist with the preparation of materials for advising and career development related activities.
- Support advising and career development programming
- Come up with creative ways to engage students online and in-person
- Work with the advisor to create engaging graphics for the website and print
- Provide feedback and offer assistance in the redevelopment of the advising and career development webpages.
- Assist in preparation of required reports
- Facilitate in assessment and evaluation efforts

This employee should have the following skills

- Excellent interpersonal communication, collaboration, creativity and problem solving skills
- Graphic Design skills
- Comfortable with technology
- Microsoft Office Suite, specifically Excel and Word