

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 - The Center for Restorative Change
(Full Name of Department)

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

Address 525 W. Redwood St., Baltimore, MD 21201

Telephone 410-706-1883 Fax No. _____

Work Study Supervisor's Full Name Nia Speaks

Work Study Supervisor's Title Sr. Business Manager

E-mail Address nia.speaks@ssw.umaryland.edu

Alternate Supervisor's Full Name Rebecca Davis

Alternate Supervisor's Title Assistant Director

E-mail Address rdavis@ssw.umaryland.edu

Job Title Administrative Assistant

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

Work Study Job Description

The University of Maryland Baltimore, The Center for Restorative Change is currently seeking a Federal Work Study Student Employee to assist with handling administrative and clerical duties.

- Work study student is responsible for handling clerical tasks including, but not limited to:
- Check voice and email messages for the main office phone line and email inbox and responding to inquiries
- Forward important emails
- Check department mail box daily and distributing staff mail
- Maintain paper supply for copy machine
- Edit meeting transcription notes
- Assist with placing catering and supply orders
- Communicate with candidates during hiring and onboarding processes
- File documents
- Assist with the set-up of meetings and events
- Assist with special projects as needed

Students must complete a FAFSA for financial need to be determined as a Federal Work Study Student Employee. Students can not exceed the award as determined by the Office of Student Financial Assistance and Education.

Rate of pay is determined by the Student Financial Assistance and Education. Students can not begin work until the Job Certification form and Payroll documents are completed and returned to the office of Financial Assistance and Education.