UNIVERSITY OF MARYLAND
SUMMER 2020 – Amended Hiring Request during COVID19
FEDERAL WORK-STUDY SUPERVISOR’S STUDENT REQUEST
(Supervisor’s On-line Orientation must be completed) http://www.umd.edu/workstudy

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

Mandatory: Attach a job description for this FWS position (please ensure only telework capable duties are included).

Could this work-site be considered as Community Service? Yes___ No X___

UMB Department School of Social Work, Child Welfare Academy at the Institute (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)706-0721 Fax No. ____________________________

Work Study Supervisor’s Full Name Laura Teetemoran

Work Study Supervisor’s Title Resource Parent Training Program Manager

E-mail Address liteetemoran@ssw.umd.edu

Alternate Supervisor’s Full Name Tiffany Hancock

Alternate Supervisor’s Title Assistant Director, Child Welfare Academy

E-mail Address thancock@ssw.umd.edu

Job Title Resource Parent Training Program Assistant

Job Function: ___ COVID Technical ___ COVID Research Lab/Clinical ___ COVID Tutor X COVID Program Admin. Telework Duties Only. Please attach a separate job description (see below)

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: E-mail: fws@umd.edu Phone: 410-706-7347

Updated April 29, 2020
Federal Work Study Position: Program Assistant, Resource Parent Training

Housed in the School of Social Work, the Resource Parent Training Program (RPT), a division of the Child Welfare Academy (CWA), coordinates and provides training to public resource (foster) parents throughout Maryland. RPT is committed to enhancing the safety, permanency, and well-being of Maryland children and families through the development and provision of training that is relevant, family-centered, strengths-based, culturally competent, and trauma-informed.

The RPT program has a position available immediately for a Program Assistant who will assist with managing registration and attendance information, responding to parent inquiries by phone and email, coordinating and participating in two annual conferences, attending training sessions, preparing training materials, and other administrative or support duties as assigned. Requires some knowledge and proficiency with Microsoft products such as Outlook, Excel, Word, and Publisher. Required skills include excellent communication, attention to detail, organizational skills, project management, and a positive attitude.

Summer 2020 and Fall 2020 openings. Flexible hours available: M-F (day and evening), occasional Saturdays and possible occasional local travel. All duties may be completed remotely via telework as required by the University or School of Social Work.

For more information, contact Laura Teetermoran, lteetermoran@ssw.umaryland.edu, or 410-706-0721.