

UNIVERSITY OF MARYLAND  
SUMMER 2025/FALL 2025/SPRING 2026  
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 X \_\_\_\_\_

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

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

Address 525 West Redwood Baltimore MD 21209

Telephone 410-706-6992 Fax No. \_\_\_\_\_

Work Study Supervisor's Full Name Dawn Shafer

Work Study Supervisor's Title Associate Dean, Student Affairs

E-mail Address dshafer@ssw.umaryland.edu

Alternate Supervisor's Full Name Neijma Celestine Donnor

Alternate Supervisor's Title Associate Dean, Strategy and Initiatives

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

Job Title First Generation Lead Scholar

Job Function: \_\_\_\_ Technical X 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](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**

## **FWS Job Description: First Generation Lead Scholar**

This FWS student position will support the Office of Student Affairs by serving as a peer mentor for and working closely with incoming first-generation MSW students. This position will be hybrid, allowing the candidate to work in person at SSW sometimes and work independently and remotely at other times. Mentoring and research activities may take place remotely. This position is anticipated to be approximately 50% in person and 50% remote.

The ideal candidate is committed to helping to create a welcoming and inclusive environment for all students. This position does not supervise others.

Duties will include:

1. Working closely with the Student Affairs Dean to create a sense of inclusion for students
3. Co-facilitating community building circles with the Associate Dean
4. Offering support and guidance to first-generation students
5. Connecting students with appropriate resources
6. Identifying opportunities for ongoing connection among all students
7. Serving as a mentor to incoming students. This person will work collaboratively with the OSA RA related to mentoring activities
9. Collect, review, and present program satisfaction data for FGSP. Work with Dean to make programmatic recommendations.
10. Hold informal office hours in first-gen and friends lounge
11. Researching other first-generation programs and providing recommendations to the OSA Dean
13. Other duties as assigned