

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 Child Welfare Academy, Institute, School of Social Work
(Full Name of Department)

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

Address 550 W. Baltimore St

Telephone 410-706-0621 Fax No. _____

Work Study Supervisor's Full Name Laura Teetermoran

Work Study Supervisor's Title Training Program Manager

E-mail Address lteetermoran@ssw.umaryland.edu

Alternate Supervisor's Full Name Jennifer Kelman, PhD

Alternate Supervisor's Title Director

E-mail Address jkelman@ssw.umaryland.edu

Job Title Program 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**

Federal Work Study Position: Program Assistant, Child Welfare Academy

Housed within the Institute for Innovation and Implementation, School of Social Work, the Child Welfare Academy (CWA), coordinates and provides training to Maryland public resource (foster) parents and the child welfare workforce. CWA 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.

CWA has a position available immediately for a Program Assistant who will assist with tech hosting online live training, managing registration and attendance information, responding to worker and parent inquiries by phone and email, coordinating and participating in two annual conferences, supporting 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, Fall, and Spring openings.

Flexible hours available: M-F (day and evening), occasional Saturdays and possible occasional local travel (when in person parent training opportunities occur).

At least 50% of work must be completed in person at the Child Welfare Academy offices, located in the UMB Law Building on Baltimore St in Baltimore, Maryland. Monday or Wednesday in person is required.

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