

UNIVERSITY OF MARYLAND
SUMMER 2024/FALL 2024/SPRING 2025
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	Child Welfare Academy, Institute for Innovation, School of Social Work		
	(Full Name of Department)		
Off-Campus Agency	_____		
	(Full Name of Agency- For Off-Campus Positions Only)		
Address	550 W. Baltimore Street, Baltimore, Maryland 21201		
Telephone	(410)706-0721	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, Ph.D.		
Alternate Supervisor's Title	Director, MD Workforce Training & Development Unit and The Child Welfare Academy		
E-mail Address	jkelman@ssw.umaryland.edu		
Job Title	Program Assistant, Child Welfare Academy		
Job Function:	___ Technical <input checked="" type="checkbox"/> 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 managing registration and attendance information, responding to 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 and Fall 2024 and Spring 2025 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.

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