



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 X

UMB Department \_\_\_\_\_  
(Full Name of Department)

Off-Campus Agency Universities at Shady Grove Center for Scholarship & Career Readiness  
(Full Name of Agency- For Off-Campus Positions Only)

Address 9636 Gudelsky Drive Rockville, MD 20850

Telephone 301-738-6077 Fax No. 301-738-6070

Work Study Supervisor's Full Name Iiona Faulks

Work Study Supervisor's Title Program Administrative Specialist

E-mail Address ifaulks@umd.edu

Alternate Supervisor's Full Name Derek Russell

Alternate Supervisor's Title Program Manager, Center for Scholarships

E-mail Address drussel1@umd.edu

Job Title Office Assistant

Job Function: \_\_\_ Technical \_\_\_ Administrative \_\_\_ Research Lab \_\_\_ Research Clinical \_\_\_ Tutor X 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

## Center for Scholarship and Career Readiness

**Center for Scholarship and Career Readiness** offers services and programs promoting student success, including support for scholarship and financial aid, career readiness, and leadership development.

Now hiring students to become part of our team providing frontline support. All applicants must be or will be enrolled in classes at the USG campus. Successful candidates will have strong customer service and communication skills and basic campus resources knowledge. Duties include providing direct support to faculty, staff, students, and visitors (on-site, via phone, and email). Processing, tracking, and reporting data. Must be comfortable working on-site and assisting with programming and student life events.

If you are interested in such a great opportunity, please email your resume with a description of your strengths and experience to [ifaulks@umd.edu](mailto:ifaulks@umd.edu). If you need further information or have any questions, please call 301-738-6023. Candidates must be available to work at least 10 hours Monday through Friday from 9 am-5 pm.

**Job Title:** Office Assistant

### **Duties and Responsibilities**

- Provide general student services information and assistance to current students, prospective students, and visitors, including financial aid, student life activities, and campus resources.
  - Assist with answering phones, picking up office mail, checking email and voicemail, faxing, filing, making copies, updating academic and team calendars, maintaining spreadsheets, and other administrative work.
  - Maintain front desk organization.
  - Assists in data collection, including counter tally, SharePoint, and Learning Outcome data.
  - Assist with food access services programs.
  - Assist with updating and maintaining Scholarships and Center for Career Readiness web pages via CMS.
  - Assist with research involving partner resource documents.
- Assist and attend in-person or virtual events as needed (closed captioning of videos, creating award certificates, researching celebration history/fun facts for social media content, etc.)
- Assist with special projects and other duties as assigned, including event planning

### **Requirements**

- Must be registered at USG
- Must be in good academic standing
- Must be able to work on site

### **Competencies and Skills**

- Strong customer service skills
- Excellent communication skills
- Familiar with Microsoft Office suite, Google Suite, Canva, and Adobe Suite

### **Working Conditions**

- Available to work at least 10 hours/week
- Available to work onsite between 9 AM- 5 PM on Monday-Friday

### **Contact**

- Derek Russell: [drussell@umd.edu](mailto:drussell@umd.edu)
- Ilona Faulks: [ifaulks@umd.edu](mailto:ifaulks@umd.edu)