

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 \_\_ UMSON Office of Academic and Career Success at Shady Grove \_\_\_\_\_  
(Full Name of Department)

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

Address \_\_ 9640 Gudelsky Dr., Building I, Suite 107, Rockville, MD 20850

Telephone \_\_ 301-738-6234

Fax No. \_\_\_\_\_

Work Study Supervisor's Full Name \_\_ Laura El Shafei

Work Study Supervisor's Title \_\_ Director, Office of Academic and Career Success

E-mail Address \_\_ [lelshafei@umaryland.edu](mailto:lelshafei@umaryland.edu)

Alternate Supervisor's Full Name \_\_ Brigitte Bard

Alternate Supervisor's Title \_\_ Assistant Director, Student Services

E-mail Address \_\_ [BrigitteBard@umaryland.edu](mailto:BrigitteBard@umaryland.edu)

Job Title \_\_ Office Assistant

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**

**UMB Federal Work Study Program**  
**Student Worker Request – AY 2023-2024**

**Department Name:** UMSON Office of Academic and Career Success at Shady Grove

**Position Title:** Office Assistant

**Job Description:** The Office Assistant will work under the direction of the professional staff at the University of Maryland School of Nursing's (UMSON) Office of Academic and Career Success, located in Rockville, MD. The Office Assistant performs general office duties and tasks as described in this job description.

**Responsibilities and Duties:**

- Answer phones and greet visitors
- Data entry
- Assemble and distribute OACS Weekly e-Newsletter
- Maintain events board
- Notify UMSON@SG students about campus learning opportunities

**Qualifications and Skills:**

- Must be a student enrolled at a university program on the USG campus
- Show good academic oral and written communication skills
- Be organized, attentive to details, and able to prioritize assignments
- Be able to work independently as well as collaboratively
- Possess effective time-management skills
- Adhere to codes of conduct and confidentiality
- Possess an empathetic and welcoming approach that promotes inclusivity and belongingness
- Be able to work 6 – 10 hours per week (# of hours negotiable)