

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

Alternate Supervisor's Full Name __ Brigitte Bard

Alternate Supervisor's Title __ Assistant Director, Student Services

E-mail Address __ BrigitteBard@umaryland.edu

Job Title __ Peer Academic Leader

Job Function: ___ Technical ___ Administrative ___ Research Lab ___ Research Clinical ___ **X** ___ Tutor ___ Program Admin.

[Empty rectangular box for form completion]

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

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

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

Position Title: Peer Academic Leader

Job Description: Peer Academic Leaders work in partnership with professional staff at the Office of Academic and Career Success at Shady Grove, in Rockville, MD. The role of the Nursing Peer Academic Leader is to facilitate individual and group learning to support students' academic success.

Minimum Qualifications

- You must have completed the course (or courses relevant to content area specialty) for which you are applying with a course grade of A or B.
- You must be endorsed by an UMSON Faculty member and OACS Director or the OACS Assistant Director on the Shady Grove Campus.
- You must be in good academic standing within your program and the University of Maryland School of Nursing (UMSON) at the time of application and throughout your employment period.
- You must demonstrate excellent communication with students, faculty, and staff at UMSON.
- You must have previously utilized OACS services

Qualifications and Skills

Individuals interested in this position must:

- Have completed at least one semester of nursing school
- Meet students at their point of academic need
- Possess a passion for helping students succeed
- Participate in mandatory training
- Be able to work independently as well as collaboratively
- Have a high level of oral and written communications skills
- Be able to give and accept constructive criticism
- Possess strong time-management skills
- Be reliable and on time for student sessions
- Adhere to codes of conduct and confidentiality
- Possess an empathetic and welcoming approach that promotes inclusivity and belongingness
- Be able to conduct student sessions both virtually and in-person
- Be able to work 3 – 10 hours per week

Peer Academic Leadership experience is not necessary, however, a history of providing academic support services in on-on-one or group situations is a plus. Please include your resume and cover letter.