

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 Writing Tutor

Job Function: ___ Technical ___ Administrative ___ Research Lab ___ Research Clinical X **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**

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

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

Position Title: Nursing Peer Writing Tutor

Job Description: The Nursing Peer Writing Tutor will work in partnership with the professional staff at the Office of Academic and Career Success at Shady Grove, in Rockville, MD. The role of the Nursing Peer Writing Tutor is to provide writing support for individual and group writing projects to enhance students' writing skills.

Responsibilities and Duties

Writing sessions will focus on:

- Brainstorming
- Helping students understand assignments
- Guiding students in setting writing goals for their assignments
- Developing content, organization, and flow
- Directing students to writing resources

Qualifications and Skills

Individuals interested in this position must:

- Have completed at least one semester of nursing school
- Be proficient in academic writing for the nursing program
- Be able to provide a sample of their writing for a nursing course
- Meet students at their point of need and level of writing skills
- Possess a passion for helping students succeed
- Be willing to be trained
- 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 appointments
- Adhere to codes of conduct and confidentiality
- Possess an empathetic and welcoming approach that promotes inclusivity and belongingness
- Be able to conduct writing sessions both virtually and in-person
- Be able to work 4 - 8 hours per week

Writing tutor experience is not necessary, however, experience with Peer Leadership and/or delivery of academic support services in on-on-one or group situations, is a plus. Please include a sample of your writing with your resume and cover letter.