UNIVERSITY OF MARYLAND
SUMMER 2022/FALL 2022/SPRING 2023
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)

Address – 9640 Gudelsky Dr., Building 1, Room 101A, Rockville, MD 20850

Telephone – 301-738-6234 /remote 202-599-7236

Work Study Supervisor’s Full Name – Laura El Shafei

Work Study Supervisor’s Title – Director of Office of Academic and Career Success at Shady Grove

E-mail Address – lelshafei@umaryland.edu

Alternate Supervisor’s Full Name – Brigitte Bard

Alternate Supervisor’s Title – Academic Advisor and Support Coordinator

E-mail Address – 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
Phone: 410-706-7347
Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221; Baltimore, MD 21201
Department Name: UMSON Office of Academic and Career Success (OACS) at Shady Grove

Position Title: Office Assistant

Job Description: The OACS Office Assistant will work under the direction of the Director and Academic Advisors 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/Tasks:
- Answer phones and greet visitors
- Maintain front desk visitor log
- Enter data into the appropriate programs/systems
- Assemble and distribute OACS Weekly e-Newsletter
- Maintain events board
- Monitor UMB and USG student learning opportunities to advertise

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 all codes of conduct and confidentiality
- Possess an empathetic and welcoming approach that promotes inclusivity and belongingness
- Be able to work 5 – 8 hours per week (# of hours negotiable)