

UNIVERSITY OF MARYLAND
SUMMER 2024/FALL 2024/SPRING 2025
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

UMB Department _____
(Full Name of Department)

Off-Campus Agency Reading Partners Baltimore _____
(Full Name of Agency- For Off-Campus Positions Only)

Address 1500 Union Ave, Suite 2200, Baltimore, MD 21211 _____

Telephone 410-585-7600 _____ Fax No. _____

Work Study Supervisor's Full Name Christine Pannell _____

Work Study Supervisor's Title Community Engagement Director _____

E-mail Address christine.pannell@readingpartners.org _____

Alternate Supervisor's Full Name Keyna Anyiam _____

Alternate Supervisor's Title Community Engagement Manager _____

E-mail Address keyna.anyiam@readingpartners.org _____

Job Title Literacy Tutor _____

Job Function: ___ Technical ___ 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**

Reading Partners Baltimore

Federal Work-Study Job Description - Literacy Tutor

About Reading Partners

Reading Partners is a children's literacy nonprofit that mobilizes community volunteers to provide students with the one-on-one reading support they deserve to set them on a path to reading at grade level. For more information, visit readingpartners.org.

The Role

As a federal work-study literacy tutor, you will support Reading Partners' in-person tutoring efforts at a Baltimore elementary school. Under the direction of a program coordinator, you will utilize Reading Partners' curriculum to deliver one-on-one tutoring sessions to students and assist with reading center operations. No previous experience is required.

Key Responsibilities:

- Utilize the Reading Partners curriculum to tutor students.
- Assist the program coordinator with reading center needs, including substitute tutoring, monitoring of tutoring sessions, preparing materials for the program, etc.
- As needed/available, assist with independent projects to improve program quality, including research, tutor coaching/engagement, etc.

Role Requirements:

- Commit to a consistent work schedule of between 5-15 hours/week, for a minimum of one semester (school year commitment is preferred)
- Complete and pass a BCPSS background check (paid for by Reading Partners)
- Attend a Reading Partners tutor orientation before working with students
- Be punctual, attentive, and engaged in tutoring sessions. Unexcused and excessive absences or unsatisfactory performances are grounds for dismissal.
- Ability to work independently or with limited supervision

Work Schedule

Tutoring hours are explicitly tied to the schedule of partner schools, and exact hours will be finalized once you have completed the orientation and background check. Tutors can expect a schedule between Monday and Thursday, 8 a.m. and 3:30 p.m.

Interested students should contact **Christine Pannell, community engagement director**, at christine.pannell@readingpartners.org.