

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 <input checked="" type="checkbox"/>   |
| UMB Department   | Educational Support and Disability Services  |
|  | (Full Name of Department)  |
| Off-Campus Agency  |  |
|  | (Full Name of Agency- For Off-Campus Positions Only)   |
| Address  | 621 W Lombard Street, Suite 304, Baltimore, MD 21201   |
| Telephone  | 410-706-5889   |
| Fax No.  | 410-706-2865   |
| Work Study Supervisor's Full Name                        | Heather Moore  |
| Work Study Supervisor's Title                            | Associate Director of Educational Support and Disability Services  |
| E-mail Address   | heather.moore@umaryland.edu  |
| Alternate Supervisor's Full Name                         | Ann Kim  |
| Alternate Supervisor's Title                             | Director of Educational Support and Disability Services  |
| E-mail Address   | ann.kim@umaryland.edu  |
| Job Title  | ESDS Program Assistant   |
| Job Function:  | ___ Technical <input checked="" type="checkbox"/> Administrative ___ Research Lab ___ Research Clinical ___ Tutor <input checked="" type="checkbox"/> 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**

## ESDS Program Assistant

Department: Educational Support and Disability Services (ESDS)

Shift: Flexible/standard hours M-F,

Hours: 6-20 hours

Type: Part Time

Positions- 1 -2

## Primary Duties

The Office of Educational Support and Disability Services (ESDS) seeks a competent, independent, and equity-minded student to serve as the ESDS Program Assistant. ESDS works with students of all disabilities and collaborates with UMB students, faculty and staff to facilitate academic success and to make education accessible regardless of ability. This position will work to support these goals and to support the research, accommodation, and equity needs of the office through various roles as listed below. There will be a focus on document accessibility, research, and program assistance.

Conduct student intake interviews with the purpose of evaluating accommodation eligibility within ADA deadlines and to provide reasonable accommodation.

Research, review, and recommend evidence-based practices in disability, social justice, higher education disability services, and equity

Collect, compile, conduct or assist with program data collection and performance management.

Assist in communication with, planning, and support of ESDS-related student organizations.

Assist with event planning support and logistics, including submitting content to campus marketing channels (Elm, Campus Life Weekly, etc).

Assist with accessibility practices, create accessible documents, assist with note taking assistance, and assistive technology support to support student accommodations.

Provide clerical support to office staff as needed

Other duties as assigned

## Minimum Qualifications:

Bachelor's degree

## Required Skills and Abilities

Ability to use own personal computer for accessing on-line platforms such as Zoom, Webex, Office 365, etc

Apply basic analytic skills, personal computers and spreadsheet software; to communicate effectively both orally in writing

Ability to maintain confidentiality, work independently, and manage multiple tasks.

Outstanding communication, interpersonal, and customer service skills

Previous Experience working in a confidential environment is preferred.

Understanding of digital accessibility practices is preferred.

To apply please provide the following:

Single page resume with outlined experience related to role

A short answer (ideally about 200 words) share one of the following:

- Please share an experience about a time when you experienced something that was inaccessible and how you dealt with the experience?
- Why is accessibility important in higher education?

Note: Please do not use ChatGPT or similar AI to create either document.