

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 X

UMB Department OAA CAMPUS CENTER OPERATIONS
(Full Name of Department)

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

Address 621 W. LOMBARD ST. BALTO, MD 21201

Telephone 410-706-0568 Fax No. _____

Work Study Supervisor's Full Name NIA-IMANI FAGAN

Work Study Supervisor's Title TESTING & SUPPORT SERVICES COORDINATOR

E-mail Address NIAEAN@UMARYLAND.EDU

Alternate Supervisor's Full Name ANN KIM

Alternate Supervisor's Title DIRECTOR, ESDS

E-mail Address ANN.KIM@UMARYLAND.EDU

Job Title TESTING CENTER PROCTOR, ESDS

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

Educational Support & Disability Services – Testing Center Proctor, ESDS Position

Department: Educational Support and Disability Services (ESDS)

Shift: Flexible Hours Monday – Friday, some mornings and evenings required

Hours: 6 - 20 hours / week

Type: Part Time/CII/Non-Exempt Position

Positions available: several

Primary Duties

This position will support ESDS needs, including accessibility, ensuring testing appointment accommodations are ready before exams, and monitoring exams while in the ESDS Testing Center.

Under the supervision and direction of the ESDS Office:

1. Prepares test room and exam materials prior to student's arrival
2. Monitors exams in the ESDS Testing Center during test sessions to ensure a secure testing environment as needed
3. Assists with scheduling exams when needed, provides technical support when needed
4. Reads standard instructions to test taking students when needed
5. Performs walkthroughs of the testing room throughout the exam
6. Enforces time limits and compliance with other examination procedures
7. Assists ESDS Director with other UMB Student Affairs duties
8. Performs other duties as assigned

Minimum Qualifications

- High School Diploma
- Previous experience working in a confidential environment preferred

Required Skills and Abilities

- Must have morning and evening availability to work
- Possesses strong communication, organizational, and analytical skills
- Ability to work independently
- Ability to maintain confidentiality
- Must be reliable, punctual, dependable and professional
- Ability to manage multiple tasks
- Ability to prepare and disseminate administrative paperwork

To be considered for this position, please forward resume to nfagan@umaryland.edu

The University of Maryland, Baltimore is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.