

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	<u>Office of Sustainability</u> (Full Name of Department)
Off-Campus Agency	_____ (Full Name of Agency- For Off-Campus Positions Only)
Address	<u>620 W Lexington St, 6th Floor</u>
Telephone	<u>410-706-3478</u>
Fax No.	_____
Work Study Supervisor's Full Name	<u>Elizabeth Main</u>
Work Study Supervisor's Title	<u>Director, Sustainability</u>
E-mail Address	<u>emain@umaryland.edu</u>
Alternate Supervisor's Full Name	<u>Angela Ober</u>
Alternate Supervisor's Title	<u>Senior Specialist, Sustainability</u>
E-mail Address	<u>aober@umaryland.edu</u>
Job Title	<u>Sustainability Fellow</u>
Job Function:	<input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> Research Lab <input type="checkbox"/> Research Clinical <input type="checkbox"/> 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

Phone: 410-706-7347

**Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221;
Baltimore, MD 21201**

Background

The [University of Maryland, Baltimore \(UMB\) Office of Sustainability](#) is seeking a Sustainability Fellow to assist with the implementation of program initiatives in support of [UMB's Sustainability Strategic Plan](#), the Office of Sustainability has outlined overarching goals and strategies for the University to reduce its overall waste, increase recycling rates, expand composting opportunities, and more.

Job Description

- Assisting with community composting program
- Developing educational and outreach materials
- Tabling at in-person events to expand campus awareness of sustainability initiatives
- Assisting with coordination of Earth Month events
- Conducting research and data-gathering in support of projects
- Assisting with other sustainability initiatives as needed