



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 Office of the Registrar
(Full Name of Department)

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

Address 601 W Lombard Street suite 240
Telephone 410-706-7480 Fax No. 410-706-4053

Work Study Supervisor's Full Name Tashana Curtis

Work Study Supervisor's Title Associate Registrar

E-mail Address tashana.curtis@umaryland.edu

Alternate Supervisor's Full Name Patricia Scott

Alternate Supervisor's Title Assistant VP Enrollment Administration/University Registrar

E-mail Address pscott@umaryland.edu

Job Title Clerical 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

Office of the Registrar – Student Work Study Position

Department: Office of the Registrar (central office)

Shift: Flexible schedule (Monday-Friday); 8:00-4:30pm

Hours: 5-10 hours per week

Positions available: 2

REPORTS TO: Associate Registrar

Primary Job Function: This position will assist with the data entry of student records for micro-scanning, performs general administrative tasks, and provides support to staff as needed.