

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 OFFICE of The PROVOST
(Full Name of Department)

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

Address _____

Telephone 410-245-4020 Fax No. _____

Work Study Supervisor's Full Name NICHOLAS NKOUWRENHOVEN

Work Study Supervisor's Title Executive Director, Academy of Lifelong Learning

E-mail Address NKOUWRENHOVEN@UMARYLAND.EDU

Alternate Supervisor's Full Name MEGHAN BOJO

Alternate Supervisor's Title EXECUTIVE DIRECTOR, Academic ADMINISTRATION

E-mail Address MBOJO@UMARYLAND.EDU

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

University of Maryland Baltimore

Academy of Lifelong Learning Literacy Tutoring Program: Literacy Tutor Description Spring 2025

Work with elementary and middle school students 3 days a week and make a difference! The Program will be delivered on the UMB Campus in the Saratoga Building at 220 Arch Street. A Literacy Tutor in the UMB Academy of Lifelong Learning Literacy Tutoring Program will have the following responsibilities

JOB FUNCTIONS INCLUDE:

- Engage and motivate students to learn literacy skills
- Work with small groups of students (up to 3 at a time)
- Utilize the Literacy Curriculum that our program uses (training on this curriculum is provided prior to the first day). Our tutors will be supported by a Program Director and professional teachers who are engaged in the program

OTHER JOB REQUIREMENTS:

- Bachelor's Degree
- Prior tutoring experience preferred
- Background Check

PROGRAM DATES AND TIMES:

The Program is held on Mondays, Tuesdays and Thursdays from February 24 through May 8 for the Spring Literacy Tutoring Session. From 3:00 PM to 5:15 PM each of these days. If you are not available all three afternoons per week, but would like to participate, please reach out to us as we are often able to accommodate tutors for one or two days per week.

COMPENSATION:

The position pays on an hourly basis

CONTACT PERSON: Nick Kouwenhoven. nkouwenhoven@umaryland.edu