

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 Thurgood Marshall Law Library (SOL)
(Full Name of Department)

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

Address 500 W. Baltimore St.

Telephone (410) 706-6502 Fax No. _____

Work Study Supervisor's Full Name Joseph Neumann

Work Study Supervisor's Title Access and Special Collections Librarian

E-mail Address jneumann@law.umaryland.edu

Alternate Supervisor's Full Name Zanada Joyner

Alternate Supervisor's Title Associate Director for Collections & Information Discovery

E-mail Address zjoyner@law.umaryland.edu

Job Title Library Services 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*

Position Title: Library Student Assistant

Department: Thurgood Marshall Law Library

Position Description: The Thurgood Marshall Law Library is hiring students to perform a variety of duties within the library. Students seeking employment at the law library must have work-study funding and are required to be on campus to fulfill position responsibilities. Telework is not available for this position.

The student assistant responsibility is to staff one of two locations in the library: the User Services desk on Level 2 and/or the IT Help Desk on Level 4. Each location will require the student assistant during their shift to use specialized library software platforms, Microsoft Office programs, and internet browsers to:

- assist library patrons at the User Services or IT Help Desk
- answer informational and wayfinding inquiries in person or via telephone
- receive and redirect more complex inquiries to librarians, IT, or other staff members
- perform basic troubleshooting and technology triage including, laptops, Wi-Fi, and printers
- Collection maintenance which may include shelving, shelf-reading, straightening books, and updating loose-leaf and pocket parts

This work will be done in the stacks, at the User Services Desk, IT Help desk or at other locations within the library and will be assigned as circumstances and staffing levels at the primary service points warrant. No prior library experience is required, and all assistants will receive the training required. Comfort with using computers and other pieces of office equipment is helpful for the job, as is a willingness to interact with a wide variety of patrons.

Requirements:

- Work-study funding.