

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 \_\_\_\_\_ University of Maryland Carey Law - Office of Admissions \_\_\_\_\_  
(Full Name of Department)

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

Address \_\_\_ 500 W. Baltimore Street, Suite 130 - Admissions, Baltimore, MD 21201 \_\_\_\_\_

Telephone \_\_\_ 410-706-3492 \_\_\_\_\_ Fax No. \_\_\_\_\_

Work Study Supervisor's Full Name \_\_\_\_\_ Jonathan Glick \_\_\_\_\_

Work Study Supervisor's Title \_\_\_\_\_ Director of Admissions \_\_\_\_\_

E-mail Address \_\_\_\_\_ jglick@law.umaryland.edu \_\_\_\_\_

Alternate Supervisor's Full Name \_\_\_\_\_ Meghan Fields \_\_\_\_\_

Alternate Supervisor's Title \_\_\_\_\_ Assistant Director of Admissions \_\_\_\_\_

E-mail Address \_\_\_\_\_ m.fields@law.umaryland.edu \_\_\_\_\_

Job Title \_\_\_\_\_ Research Fellow \_\_\_\_\_

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](mailto:FWS@umaryland.edu)

Phone: 410-706-7347

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

**Detailed Job Description of Hybrid Capable Position:**

***SOL Admissions – Research Follow***

- Perform research tasks in support of student recruitment, marketing, social media, and outreach activities
- Participate in virtual and in-person events such as Q&As, panels, meet and greets, etc.
- Handle in-person tour operations
- Handle walk-in prospective applicant inquiries
- Handle the main admissions phone line, mailings, and crafting recruitment documents and folders
- Reach out to admitted students and prospective students via phone calls, emails, and Zoom
- Attend law fairs