

UNIVERSITY OF MARYLAND
SUMMER 2023/FALL 2023/SPRING 2024
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 Admissions and Student Scholarships
(Full Name of Department)

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

Address 655 W. Lombard St. Suite 101

Telephone 410-706-2221 Fax No. _____

Work Study Supervisor's Full Name Tara Howard

Work Study Supervisor's Title Administrative Assistant

E-mail Address tara.howard@umaryland.edu

Alternate Supervisor's Full Name Sheena Jackson

Alternate Supervisor's Title Director of Admissions and Student Scholarships

E-mail Address sheena.jackson@umaryland.edu

Job Title Student Aide

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**

Job Description

The Office Assistant will work with The Office of Admissions and Student Scholarships within the University of Maryland School of Nursing, under the supervision of the Director of Admissions, Sheena Jackson, and Tara Howard, Coordinator.

Specific Responsibilities

- The position will be 80% In-Office and 20% recruitment duties. Responsibilities include:
- Ability to respond to in-person inquiries regarding our services and programs.
- Assist with answering the phones.
- Assist with college guided tours, presentations, and student outreach.
- Communicate issues and concerns to the staff, as needed.
- Assist with completing inventory, scanning, linking, and filing documents.
- Greet visitors, assist with walk-ins, answering questions, and referring students and prospective students to the appropriate departments.
- Read and respond to emails in a timely manner.
- Manage the Admissions calendar and schedule appointments for multiple admissions personnel.
- Assist with recruitment, recruiting events, and activities on and off campus.
- Manage Ask a Student chat software.
- Record and complete staff meeting minutes.

Required Skills/Abilities

- Ability to work independently and/or as part of a team.
- Attention to detail.
- Flexible hours.
- Time management skills.
- Good multi-tasking skills.
- A positive attitude.
- Professional written and verbal communication skills.
- Complete miscellaneous projects and tasks as assigned by professional staff.
- Ability to present information accurately and confidently to varied audiences.

Compensation

Work study wages for eligible students.

Primary Contact

Tara Howard – 410-706-2221, tara.howard@umaryland.edu