

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 <input checked="" type="checkbox"/>
UMB Department	<u>School of Social Work</u> (Full Name of Department)
Off-Campus Agency	_____ (Full Name of Agency- For Off-Campus Positions Only)
Address	<u>525 West Redwood, Baltimore MD 21209</u>
Telephone	<u>3012335466</u>
Fax No.	_____
Work Study Supervisor's Full Name	<u>Dawn Shafer</u>
Work Study Supervisor's Title	<u>Associate Dean for Student Affairs</u>
E-mail Address	<u>dshafer@ssw.umaryland.edu</u>
Alternate Supervisor's Full Name	<u>Neijma Celestine Donnor</u>
Alternate Supervisor's Title	<u>Associate Dean, DEI</u>
E-mail Address	<u>ncelestine-donnor@ssw.umaryland.edu</u>
Job Title	<u>Student Affairs study group facilitator</u>
Job Function:	<input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> Research Lab <input type="checkbox"/> Research Clinical <input type="checkbox"/> Tutor <input checked="" type="checkbox"/> 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**

Student Affairs study group facilitator 2025

This FWS student position will support the Office of Student Affairs by serving as a peer study group facilitator, creating collaborative study group spaces for graduating students to practice licensing exam techniques. This position will be hybrid, allowing the candidate to work in person at SSW sometimes and work independently and remotely at other times. The ideal candidate is committed to helping to create a welcoming and inclusive environment for all students. Duties will include:

1. Holding virtual and in-person study sessions to support accessibility at SSW.
2. Peer study groups related to the LMSW exam
3. Creating a library of study materials
4. Other duties as assigned