

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 <u>x</u> _____
UMB Department _____	DSA Events Services
	(Full Name of Department)
Off-Campus Agency _____	
	(Full Name of Agency- For Off-Campus Positions Only)
Address _____	621 W Lombard St, Baltimore MD 21203
Telephone _____	410-706-3782
	Fax No. _____
Work Study Supervisor's Full Name _____	Jemari Hardy
Work Study Supervisor's Title _____	Event Coordinator
E-mail Address _____	jemari.hardy@umaryland.edu
Alternate Supervisor's Full Name _____	Kay Lewis
Alternate Supervisor's Title _____	Director of Events Services
E-mail Address _____	kay.lewis@umaryland.edu
Job Title _____	Events Services Student Worker
Job Function: _____ Technical _____ <u>x</u> 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*

The student will assist Events Services with various tasks surrounding events hosted in the SMC Campus Center. The student will assist the Event Coordinator with loading clients in and out, assisting with AV and technical needs (computer, microphones, etc.), and other office tasks. The student will assist the Assistant Director of Catering with loading caterers in and out and assisting with food table set up. The student will assist the Building Operations team with setting up and breaking down events.