

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

UMB Department OFFICE of The PROVOST
(Full Name of Department)

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

Address _____

Telephone 410-245-4020 Fax No. _____

Work Study Supervisor's Full Name NICHOLAS NKOUWRENHOVEN

Work Study Supervisor's Title Executive Director, Academy of Lifelong Learning

E-mail Address NKOUWRENHOVEN@UMARYLAND.EDU

Alternate Supervisor's Full Name MEGHAN BOJO

Alternate Supervisor's Title EXECUTIVE DIRECTOR, Academic ADMINISTRATION

E-mail Address MBOJO@UMARYLAND.EDU

Job Title LITERACY TUTOR

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

University of Maryland Baltimore

Academy of Lifelong Learning Literacy Tutoring Program: Literacy Tutor Description Fall 2024

Work with elementary and middle school students 3 days a week and make a difference! The Program will be delivered on the UMB Campus in the Saratoga Building at 220 Arch Street. A Literacy Tutor in the UMB Academy of Lifelong Learning Literacy Tutoring Program will have the following responsibilities:

Mondays, Tuesdays and Thursdays from October 14 through December 12 for the Spring Literacy Tutoring Session. From 3:00 PM to 5:15 PM each of these days.

JOB FUNCTIONS INCLUDE:

- Engage and motivate students to learn literacy skills
- Work with small groups of students (up to 3 at a time)
- Utilize the Literacy Curriculum that our program uses (training on this curriculum is provided prior to the first day). Our tutors will be supported by a Program Director and professional teachers who are engaged in the program

OTHER JOB REQUIREMENTS:

- Bachelor's Degree
- Prior tutoring experience preferred
- Background Check

COMPENSATION:

The position pays on an hourly basis

CONTACT PERSON: Nick Kouwenhoven. nkouwenhoven@umaryland.edu

A link to apply: