

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 Maryland Carey Law- Office of Registration and Enrollment
(Full Name of Department)

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

Address 500 W. Baltimore Street, Suite 280 Baltimore, MD 21201

Telephone 410-706-2045 Fax No. _____

Work Study Supervisor's Full Name Matthew Gottlieb

Work Study Supervisor's Title Records and Registration Coordinator

E-mail Address matthew.gottlieb@law.umaryland.edu

Alternate Supervisor's Full Name Erica Smith

Alternate Supervisor's Title Associate Dean for Student Services

E-mail Address e.smith@law.umaryland.edu

Job Title Record Digitization Assistant

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*

Office of Student Services- Record Digitization Assistant

Job Description:

We are seeking a detail-oriented and reliable individual to join our team as a Record Digitization Assistant. In this role, you will be responsible for assisting with the organization of student files within the file room, ensuring they are sorted according to their respective graduating classes and arranged in alphabetical order.

Key Responsibilities:

- Organize student files by graduating class and arrange them alphabetically.
- Assist in documenting the various components of each student file.
- Adhere to strict confidentiality protocols to maintain the sensitive nature of the student files. Distribution or mishandling of files is prohibited.

Qualifications:

- Must be able to work meticulously and maintain a high level of accuracy.
- Understanding and respect for confidentiality is essential.
- Current, former, and prospective students of Maryland Carey Law are ineligible for this position.

Additional Requirements:

- A confidentiality agreement must be signed before commencing duties. As such, those in this position

This position requires a conscientious approach to handling sensitive information and an ability to follow established procedures for file organization and documentation. If interested, please email Amanda.Barnes@law.umaryland.edu.