

UNIVERSITY OF MARYLAND
SUMMER 2025/FALL 2025/SPRING 2026
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	Office of Student and Academic Services / School of Nursing		
	(Full Name of Department)		
Off-Campus Agency			
	(Full Name of Agency- For Off-Campus Positions Only)		
Address	655 W. Lombard Street, Suite 101		
Telephone	410-706-2221	Fax No.	
Work Study Supervisor's Full Name	Tara Howard		
Work Study Supervisor's Title	Coordinator		
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:	<input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Research Lab <input type="checkbox"/> Research Clinical <input type="checkbox"/> Tutor <input 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**

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, Administrative Assistant.

Job Duties

- 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 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**