

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	Office of Field Education, School of Social Work (Full Name of Department)
Off-Campus Agency	 (Full Name of Agency- For Off-Campus Positions Only)
Address	525 W. Redwood Street
Telephone	410.706.7746
Fax No.	
Work Study Supervisor's Full Name	Donna Earling
Work Study Supervisor's Title	Office Manager
E-mail Address	donna.earling@ssw.umaryland.edu
Alternate Supervisor's Full Name	Laura Loessner
Alternate Supervisor's Title	Director
E-mail Address	lloessner@ssw.umaryland.edu
Job Title	Office Assistant
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*

Office Assistant - Job Description

The Office of Field Education (OFE) at the University of Maryland, School of Social work is looking for a part-time Office Assistant who is detail-oriented and can work productively with minimal supervision. Work will be performed in person and training will be provided.

Beginning this fall, the OFE will implement a new software platform that will be used by students, instructors, agency coordinators and faculty field liaisons. The bulk of the Office Assistant duties will be related to the migration of data from the old system to the new system.

- Processing Affiliation Agreements – Tracking of renewal timelines, sending agreements to agencies for signature and uploading signed agreements into the new platform. Agreements are routed and signed using DocuSign, training will be provided.
- Outreach to community agencies for updated profile information, affiliation agreements, new/available field instructors, etc.
 - Identify hours of operation for students
 - Identify availability of compensation or stipends for students
- Outreach to field instructors to assess training needs, and plan for implementation of new field instructor certification.
- Other duties as assigned.