

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 x _____UMB Department School of Graduate Studies Office of Values and Strategic Initiatives

(Full Name of Department)

Off-Campus Agency _____

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

Address 620 W Lexington Street, School of Graduate Studies Suite, Office DTelephone N/A

Fax No. _____

Work Study Supervisor's Full Name Kalea SelmonWork Study Supervisor's Title Manager of Equity, Belonging, and Strategic InitiativesE-mail Address kselmon@umaryland.eduAlternate Supervisor's Full Name Dr. Shani FlemmingAlternate Supervisor's Title Executive Director and Associate ProfessorE-mail Address shani.fleming@umaryland.eduJob Title OVSI Administrative CoordinatorJob Function: _____ Technical x 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 School of Graduate Studies Office of Values and Strategic Administrative Coordinator

The School of Graduate Studies(SGS) Office of Values and Strategic Initiatives(OVSI) fosters an environment where all students, faculty, and staff feel respected, supported, and empowered to thrive. We advance initiatives that affirm the institution's commitment to its mission and values. In alignment with this work, we seek to create access, opportunity, and representation. We also promote policies and practices that ensure a welcoming and fair academic and professional experience for all members of the SGS.

The Administrative Coordinator will provide general office support to ensure the smooth and efficient operation of OVSI. This position is ideal for a student who enjoys organization, problem-solving, and supporting a dynamic, mission-driven team.

This role offers an opportunity to contribute to impactful initiatives that shape the School of Graduate Studies' commitment to fostering an environment where all individuals can succeed.

Essential Functions

- Provide clerical support including word processing, editing, and proofreading documents.
- Create and maintain spreadsheets, databases, and presentations using Microsoft Office Suite.
- Assist with email correspondence and meeting coordination.
- Update and maintain office files, records, and shared drive organization.
- Support website updates and routine content maintenance.
- Assist in the creation of and collection of professional development resources.
- Greet and assist visitors and respond to inquiries in a professional and helpful manner.
- Assist with other office projects and tasks as assigned.

Knowledge, Skills, and Abilities

- Strong attention to detail and organizational skills.
- Excellent written and verbal communication.
- Proficiency with Microsoft Word, Excel, PowerPoint, and Outlook.
- Ability to manage multiple tasks and meet deadlines.
- Willingness to learn new software or tools as needed.
- Ability to work independently and as part of a team.

Hours

Students could potentially work up to 20 hours per week. Work hours can range between 9:00am- 6:00pm Monday – Friday.