UNIVERSITY OF MARYLAND  
SUMMER 2023/FALL 2023/SPRING 2024  
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 Graduate Research Innovation District, "the Grid"  
(Full Name of Department)

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

Address 601 W. Lombard St. 3rd Floor, Baltimore, MD

Telephone 410-706-4743 Fax No. __________

Work Study Supervisor’s Full Name Taylor DeBoer

Work Study Supervisor’s Title Assistant Director

E-mail Address taylor.deboer@umaryland.edu

Alternate Supervisor’s Full Name Sean Brooks

Alternate Supervisor’s Title Student Recruiter

E-mail Address sean.brooks@umaryland.edu

Job Title Social Innovation Fellow

Job Function: ___ Technical ___ Administrative ___ Research Lab ___ Research Clinical ___ Tutor X 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
NOW HIRING INNOVATION FELLOWS

You’re dependable, hard-working, and you love to learn new things - you sound perfect for us!

WHAT IS AN INNOVATION FELLOW?

Innovation Fellows are Federal Work Study students who can work 10-20 hours per week.

SCOPE OF DUTIES

• Receive and direct incoming calls and visitors
• Staff the front desk and provide excellent customer service to visitors
• Provide tours of the facility
• Assist with coordinating activities, workshops, and events around entrepreneurship and innovation
• Assist in marketing and promoting the M.S. in Health and Social Innovation as well as other programs
• Assist with the setup and tear down of special events, programs, and services in the facility
• Assist in maintaining the Grid social media accounts
• Maintain a clean and safe facility
• Prepare correspondence and reports around event and participation tracking
• Website and calendar updates and maintenance
• Attend all in-service trainings and meetings

SCAN THE QR CODE TO APPLY

Questions? Email your resume to Taylor DeBoer - taylor.deboer@umaryland.edu