

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

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 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!

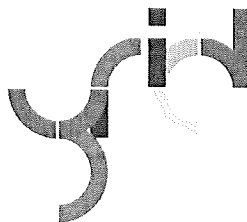
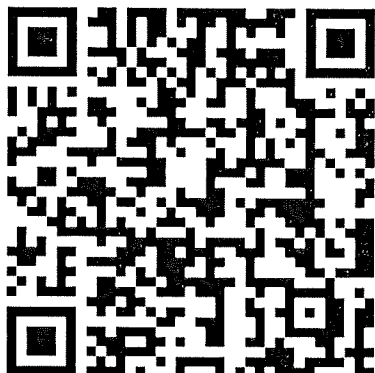
WHAT IS AN INNOVATION FELLOW?

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