



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 D

Telephone N/A Fax No. _____

Work Study Supervisor's Full Name Kalea Selmon

Work Study Supervisor's Title Manager of Equity, Belonging, and Strategic Initiatives

E-mail Address kselmon@umaryland.edu

Alternate Supervisor's Full Name Dr. Shani Flemming

Alternate Supervisor's Title Executive Director and Associate Professor

E-mail Address shani.fleming@umaryland.edu

Job Title OVSF Program Coordinator

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**

School of Graduate Studies Office of Values and Strategic Initiatives Program 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 Program Coordinator will provide professional support for OVSI's programs and initiatives. This position is ideal for a student who is interested in event coordination, research, and supporting projects that advance our work and student success. We are seeking a work-study student to support key strategic priorities, including:

- Promoting meaningful collaboration and shared learning to enhance a culture of excellence.
- Increasing enrollment, retention, and graduation rates of graduate students from communities with limited access to opportunities.
- Advancing wellness and well-being initiatives that support the holistic success of students, faculty, and staff.
- Cultivating and sustaining a welcoming and supportive school culture.

This role offers an opportunity to contribute to impactful initiatives that shape SGS's commitment to fostering an environment where all individuals can succeed.

Essential Functions

- Assist with planning, coordinating, and evaluating activities, workshops and events
- Support engagement of SGS faculty, staff and students in OVSI programming.
- Assist with literature reviews, data collection and preparation of reports and recommendations
- Draft and edit program materials, promotional content, and reports.
- Assist with preparing presentations and program documentation.
- Website updates and maintenance
- Provide logistical support for meetings and events, including room reservations, materials preparation, and attendee follow-up.
- Collaborate with OVSI staff on special projects.

Knowledge, Skills, and Abilities

- Strong interpersonal and communication skills.
- Interest in program development, event planning, or research.
- Proficiency with Microsoft Office Suite.
- Ability to work collaboratively and independently.
- Attention to detail and strong organizational skills.
- Willingness to learn new tools or systems to support program goals.

Hours

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