UNIVERSITY OF MARYLAND
SUMMER 2019/FALL 2019/SPRING 2020
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST
(Supervisor's On-line Orientation must 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 x No

UMB Department The Maryland State Bar Association (MSBA) affiliate of UMB located on UMB Campus
(Full Name of Department)

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

Address 520 West Fayette St., Suite 310, Baltimore, MD 21201

Telephone __443-703-3019 or 443-703-3058 Fax No.

Work Study Supervisor's Full Name Joanne Daniels

Work Study Supervisor's Title Associate Director

E-mail Address joanne@msba.org

Alternate Supervisor's Full Name Daria Zone

Alternate Supervisor's Title Publications Attorney

E-mail Address daria@msba.org

Job Title Legal Publications Assistant

Job Function: Technical Administrative Research Lab Research Clinical Tutor Program Admin.

Duties See attached job description—Work with Publications staff in capacity to edit and finalize books on a variety of legal subjects for publication. Perform administrative and research duties in connection with publishing books. (If law student, similar to work on law review)

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 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:
Student Employment Office; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 111; Baltimore, MD 21201
Phone: 410-706-7347 E-Mail: fss@umaryland.edu URL: www.umaryland.edu/workstudy
The Maryland State Bar Association, the statewide, voluntary bar association, seeks a legal publications assistant to work on its publications staff. The publications staff works with practicing attorneys and legal scholars in drafting, updating and publishing books, reference manuals and guides on various legal subjects. The legal publications assistant’s work will include reviewing citations and legal authorities, formatting, proofreading, creating tables and indices and performing various other tasks to prepare written documents on a variety of legal subjects for final printing and publication. The ideal candidate is one that has an interest in journalism, publishing, writing and/or law.

Minimum Qualifications:

1. Familiarity with Word
2. Ability to learn & utilize various publishing tools
3. Ability to work independently while at the same time meeting scheduled deadlines.
4. Strong aptitude for attention to detail and deliver error-free products even under pressure of time deadlines
5. Familiarity with Adobe Acrobat and various editing tools used by that program
6. Ability to identify, analyze and categorize authorities contained in publications
7. Ability to proofread and produce final written products, grammatically correct and without spelling and punctuation errors
8. Good organizational skills
9. Ability to work in collaborative environment with other publication staff members
10. Experience and knowledge of legal terminology, case citations is a plus
11. Knowledge of Indesign or other publishing software a plus.

Preferred Qualifications:

1. Familiarity with Legal Documents and Legal Citations
2. Work or desire to work on law review or in setting similar to law review
3. Editing experience desirable

Please submit your resume and cover letter to both Joanne Daniels (joanne@msba.org) and Daria Zane (daria@msba.org)