UNIVERSITY OF MARYLAND
2021-2022 – Amended Hiring Request (during COVID19 + transition)
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

Mandatory: Attach a job description for this FWS position (please specify any telework capable duties if applicable).

Could this work-site be considered as Community Service? Yes____ No X____

UMB Department UMB Student Affairs
(Full Name of Department)

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

Address 621 W Lombard St., 3rd Floor, Baltimore, MD 21201

Telephone 410-706-7766 Fax No.________________________________

Work Study Supervisor’s Full Name Angela Everett-Jackson

Work Study Supervisor’s Title Senior Marketing Specialist

E-mail Address angela.jackson@umaryland.edu

Alternate Supervisor’s Full Name Patricia Alvarez, PhD

Alternate Supervisor’s Title Assistant Vice President of Student Affairs

E-mail Address palvarez@umaryland.edu

Job Title UMB Student Affairs Assistant


Please attach a separate job description (see below)

For 2021-2022, as we transition back to campus, the use of COVID job functions will still be applicable.

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: E-Mail: fws@umaryland.edu Phone: 410-706-7347

Updated July 2021
**Detailed Job Description of Telework Capable Position:**

Attend to the front desk of the UMB Student Affairs suite (when able).

Assist departments within UMB Student Affairs with virtual and on-campus programming. Including but not limited to: collecting assessment data and managing attendee questions during events.

Assist with the planning and execution of UMB Welcome 2021. Duties include but are not limited to: contacting vendors and campus partners, creating social media plans for cross-platform engagement, proofreading marketing materials, and assisting event facilitators during virtual and on-campus events.

Create and post engaging content to UMB Student Affairs’ social media accounts throughout the fall and spring.

Assist with web accessibility efforts including reviewing pages on the UMB Student Affairs and Academic Affairs website for accessibility errors.

Assist staff with other special projects and needed.

As this is a hybrid position, students are expected to work 30% of the time on-campus and 70% of the time off-campus. On-campus work will largely consist of front desk management and assisting with on-campus (non-hybrid) events.