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 Office of Community Engagement
(Full Name of Department)

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

Address 870 W. Baltimore St, Baltimore, MD 21201

Telephone 410-706-8260 Fax No. 410-706-0500

Work Study Supervisor’s Full Name Ashley Valls

Work Study Supervisor’s Title Executive Director

E-mail Address avalis@umaryland.edu

Alternate Supervisor’s Full Name Adrienne Witherspoon

Alternate Supervisor’s Title Office Manager

E-mail Address awitherspoon@umaryland.edu

Job Title Community Engagement Assistant

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

Duties Community Engagement Assistants support programs and operations at UMB’s community-based center, located in the BioPark. Duties include front-desk reception, preparation for public programs and events, and clerical support. Hours are available from 9 a.m. to 7 p.m. Monday through Thursday, and 9 a.m. to 5 p.m. on Fridays with occasional Friday evenings and Saturdays.

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 223, Baltimore, MD 21201
Phone: 410-706-7347 E-Mail: fws@umaryland.edu URL: www.umaryland.edu/workstudy
University of Maryland, Baltimore
Community Engagement Center
Community Engagement Assistant
Federal Work Study, 2019-2020

Community Engagement Assistants support the work of the Community Engagement Center (CEC). It is a lively space where neighbors meet with UMB students, staff, and faculty to share skills and knowledge in exercise classes, pop-up food markets, workforce development programs, afterschool programs for children, and other educational opportunities. This is an exciting place to work especially if you are interested in community-based projects and wish to work more closely with our neighbors in West Baltimore. The CEC is run in the Office of Community Engagement, one of several major presidential initiatives to improve the health and well-being, education, employment, and leadership in the West Baltimore neighborhoods close to the UMB campus. We are located at the edge of the BioPark at 870 W. Baltimore Street.

Main Responsibilities
Assist the CEC staff and CCMA AmeriCorps VISTA in public programs at the center to benefit our local communities in West Baltimore.

Position includes:

- **Welcome and hospitality:** Front desk welcome, and check-in to learn about the visitors’ business and needs; answering incoming phone calls; ensure the refreshment station is stocked and orderly.
- **Clerical support:** Data entry, photocopy flyers, calendars, and other publicity materials.
- **Outreach/external communication:** Update advertising materials (sidewalk A-frame, weekly electronic newsletter, monthly paper calendar, phone banking, canvass neighbors and flier businesses, and maintain social media.
- **General operations:** Support for public programs like food markets, Workforce Wednesdays, and exercise classes (includes set up and break down of materials, computer, projector, tables and chairs)
- **Special projects:** Monthly community meals, assist with afterschool program for middle school children, and others as identified by community need and CEC leadership team.

We are open Mondays through Fridays 9 a.m.–7 p.m. **We especially need assistance between 3 p.m. and 7:15 p.m.** We also need coverage Friday nights (the first Friday of every month) and periodic Saturdays.

If you are interested and approved for Federal Work Study for 2019-2010, please email Kelly Quinn kquinn@umaryland.edu; include a brief introduction, statement of interest to work in a community-based setting, and hours of availability.

University of Maryland, Baltimore (UMB) Community Engagement Center (CEC) marshals the University’s students, staff, faculty, and resources to improve the health and wellbeing, education, employment, and leadership in the West Baltimore neighborhoods close to the UMB campus. The University and its partners provide direct services to men, women, and children and undertake community-engaged programs that meet community-identified needs. Students, faculty, and staff from each of UMB’s seven schools—medicine, law, dentistry, pharmacy, nursing, graduate, and social work—collaborate with one another and with residents in activities that cultivate community health and wealth, enrich learning, and strengthen neighborhood development. Members of the campus community consult with and learn from residents during community meals, exercise classes, legal clinics, and education programs for example. Located in the BioPark in Poppleton, the CEC puts the University’s people, assets, and expertise within easy reach of residents. We are right across MLK at 870 West Baltimore Street. We will open a new, larger center located at 16 S. Poppleton Street in Summer 2020.