



STUDENT FINANCIAL ASSISTANCE AND EDUCATION

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 Protocol and UNIVERSITY Events
(Full Name of Department)

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

Address 220 N. Arch Street, 02-151 BALTIMORE, MD 21201

Telephone 410-706-8035 Fax No. _____

Work Study Supervisor's Full Name Alice Powell

Work Study Supervisor's Title Director of University Events

E-mail Address apowell@umaryland.edu

Alternate Supervisor's Full Name Nancy Gordon

Alternate Supervisor's Title Executive Director of Protocol & Special Events

E-mail Address ngordon@umaryland.edu

Job Title Events Assistant

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

University of Maryland, Baltimore
Office of External Relations
Protocol & University Events
Events Assistant
Work Study Program
July 19, 2023

This is an opportunity to be part of the team that plans and executes the signature events for the President's and Provost's Office.

Main Responsibilities:

Assist the UMB Office of Protocol and University Events with planning a wide variety of first semester Universitywide events including Convocation, Founders Week events, UMB Holiday Craft Fair, and other special programs and events to promote and benefit the University community.

Position Includes:

- Assist with marketing and event promotion including website management and writing event submissions for the *Elm Weekly* and *Campus Life*.
- Manage registration logistics: Use Cvent, Excel, and Word to provide updated registration reports.
- Run reports related to events and save in appropriate files for review. Track responses, follow-up with key individuals at the schools and administrative units on the UMB campus.
- Work and develop plans with the UMB Environmental Services Department for set-up and breakdown of events.
- Various administrative tasks.

Special Skills/Courses:

Candidates should be proficient in Microsoft Word and Excel.

This position would be hybrid with some time spent in the office working with the Director of Event Operations and Executive Director of Protocol and University Events. The successful candidate can create his/her schedule during office hours any time between 9 a.m. and 5 p.m., Tuesday, Wednesday and Thursday. (8-12 hours per week)

For Application Submission:

Please submit a cover letter stating your interest in the position and a current resume. Please include information about yourself such as special interests, volunteer work, and your field of study. Submit to: Apowell@umaryland.edu