

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 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 Jackson

Work Study Supervisor's Title Senior Marketing Specialist

E-mail Address angela.jackson@umaryland.edu

Alternate Supervisor's Full Name Patricia Alvarez

Alternate Supervisor's Title Chief Student Affairs Officer/Associate Vice President of Student Affairs

E-mail Address palvarez@umaryland.edu

Job Title Student Social Media 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

Student Social Media Assistant

Job Description (Update May 18, 2023)

Position Overview:

UMB Student Affairs is looking for a student social media assistant. You will be responsible for helping to develop and implement communication strategies through the Student Affairs social media accounts. Successful candidates must be familiar with and have experience using social media platforms in a personal and/or professional setting.

Position Duties & Responsibilities:

- Attend student events hosted by departments and units within UMB Student Affairs to highlight campus life on social media.
- Create social media content calendars and review them with position supervisor.
- Develop strategies to increase followers and engagement.
- Explore, develop, and execute dynamic social media content to showcase UMB's community from the student perspective.

Qualifications:

- Strong familiarity and experience with social media platforms
- Ability to effectively work independently and with a diverse community
- Learn to adhere to University brand standards and practices
- Punctual and meet deadlines
- Ability to work approximately 5 – 10 hrs/week (hours do not have to be consecutive)