

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 Writing Center
(Full Name of Department)

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

Address 621 W Lombard St, Room 307, Baltimore, MD 21021

Telephone 410-7067725 Fax No. _____

Work Study Supervisor's Full Name James Wright

Work Study Supervisor's Title Assistant Director

E-mail Address james.wright@umaryland.edu

Alternate Supervisor's Full Name Isabell May

Alternate Supervisor's Title Associate Professor/Director

E-mail Address imay@umaryland.edu

Job Title Office 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*

Writing Center – Office Assistant

The Writing Center at the University of Maryland, Baltimore is looking for Office Assistants for the fall 2023/spring 2024 semesters. The Writing Center serves students enrolled in UMB's seven schools as well as post-docs, faculty, and staff.

At the Writing Center, graduate, professional, and faculty writing consultants work with other writers from the UMBG community (students, post-docs, faculty, and staff). Our writing consultations are usually about 1 hour long. Due to ever-developing COVID-19 pandemic, we offer online sessions, using video/audio as well as email feedback, as well as face-to-face sessions, requiring face masks to be worn while physically in the Writing Center. Most of our clients ask for feedback on their course assignments, but we also have a good number of appointments that focus on CVs, cover letters, publications, grants, et al. We are an educational service, not an editorial service. We focus on working with writers in close collaboration through discussion about rhetorical and linguistic choices, thinking through concerns emerging from audience expectations, and developing strategies together for responding to and/or pushing back against those expectations.

The Writing Center also offers various programming throughout the year, such as workshops and writing groups. We also have an extensive online program of workshop and handouts.

JOB DETAILS

This is an hourly position. Regular hours for the Writing Center are Monday-Friday, 9 a.m.-5 p.m., but we are also looking for applicants with evening availability (Monday-Thursday) as well as weekends.

Ideally, Office Assistants should be able to work a minimum of 10 hours per week.

PRIMARY DUTIES (during telework)

Under the supervision and direction of the Writing Center Director and Associate Director/Multilingual Writing Specialist, Office Assistants

1. check voicemail messages and the Writing Center email account
2. assist Writing Center clients in making appointments in the Center's online appointment system
3. direct clients to appropriate online resources
4. assist director and multilingual writing specialist in research projects
5. assist director and multilingual writing specialist with social media outreach
6. assist director and multilingual writing specialist with advertising events and other administrative tasks
7. attend regular staff meetings

MINIMUM QUALIFICATIONS

- Experience with Microsoft Office Suite
- Experience with working in an office environment
- Experience with customer service

PREFERRED QUALIFICATIONS

- Bachelor's degree
- Previous experience with working in an office in a higher education setting
- Knowledge of Adobe Creative Suite

If interested in applying for this position, please contact James Wright at james.wright@umaryland.edu.

The University of Maryland, Baltimore is an Equal Opportunity/Affirmative Action Employer.

Minorities, women, veterans, and individuals with disabilities are encouraged to apply.