

UNIVERSITY OF MARYLAND
SUMMER 2025/FALL 2025/SPRING 2026
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 Division of Student Affairs
(Full Name of Department)Off-Campus Agency _____
(Full Name of Agency- For Off-Campus Positions Only)Address 621 W. Lombard St Baltimore, MD 21201Telephone 410-706-4143 Fax No. _____Work Study Supervisor's Full Name Ebony NicholsonWork Study Supervisor's Title Civic & Community Engagement SpecialistE-mail Address Ebony.Nicholson@umaryland.eduAlternate Supervisor's Full Name Sam AndersonAlternate Supervisor's Title Assistant Director, Student Leadership & EngagementE-mail Address Samuel.anderson@umaryland.eduJob Title Leadership, Civic, and Community Engagement AssistantJob 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

Position Title:

Federal Work-Study Student Assistant –
Leadership, Civic, and Community Engagement Assistant

Department:

Office of Student Success and Engagement
University of Maryland, Baltimore

Supervisor:

Civic and Community Engagement Specialist

Position Type:

Federal Work-Study (FWS)
Part-Time | Up to 20 hours/week during the academic year

Position Overview:

The Leadership, Civic, and Community Engagement Assistant supports campus efforts to promote student involvement in service, leadership development, civic learning, and community partnerships. This position provides an opportunity for students to gain hands-on experience in program planning, community engagement, and campus outreach while developing transferable professional skills.

Key Responsibilities:

Assist in planning and promoting events such as civic holidays (e.g., MLK Day of Service, National Voter Registration Day), community service projects, and leadership workshops.

Support campus-wide initiatives related to civic learning, democratic engagement, and student leadership development.

Help maintain community partner databases and volunteer opportunity listings.

Conduct outreach to students, student organizations, and community partners via email, social media, and tabling events.

Assist with event logistics, including registration, materials prep, set-up, and breakdown.

Gather feedback and support data collection and reporting related to student engagement outcomes.

Attend training sessions and meetings as required by the Office of Student Success and Engagement.

Qualifications:

Must be eligible for Federal Work-Study through the UMB Office of Financial Aid
Interest in civic engagement, student leadership, or community service
Strong communication, organizational, and time management skills
Ability to work independently and collaboratively
Proficiency with Microsoft Office; experience with Canva, social media, or event platforms (e.g., Engage, Zoom, Teams) a plus
Availability for some occasional evening or weekend events

Learning Outcomes:

By the end of the position, the student will be able to:

Demonstrate increased understanding of civic responsibility and community-based work
Apply leadership and communication skills in a professional setting
Manage and promote campus initiatives that ensure the success of all students
Develop confidence engaging with community stakeholders and campus partners

To Apply:

Submit your resume and a brief statement of interest to Ebony Nicholson,
ebony.nicholson@umaryland.edu