

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 XUMB Department Office of the Senior Vice President, Administration and Finance  
(Full Name of Department)Off-Campus Agency \_\_\_\_\_  
(Full Name of Agency- For Off-Campus Positions Only)Address 220 Arch Street, 14th Floor, Room 03-148BTelephone 410-706-4551 Fax No. \_\_\_\_\_Work Study Supervisor's Full Name Nicole K. PalmoreWork Study Supervisor's Title Executive Director, Office of Employee and Organizational SuccessE-mail Address nicole.palmore@umaryland.eduAlternate Supervisor's Full Name Elisa Medina, and Dan ReedAlternate Supervisor's Title Program Director, and Media and Public Relations Senior SpecialistE-mail Address elisa.medina@umaryland, and dan.reed@umaryland.eduJob Title Program SpecialistJob Function: \_\_\_\_\_ Technical X 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](mailto:FWS@umaryland.edu)

Phone: 410-706-7347

Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221;  
Baltimore, MD 21201

**Program Specialist  
Office of Employee and Organizational Success  
Administration and Finance  
University of Maryland Baltimore**

Are you creative, curious, and ready to make an impact? The Office of Employee and Organizational Success supports over 800 employees in UMB's Administration and Finance (A&F) division by creating fun, meaningful programs and events that foster community, learning, and a sense of belonging. Our initiatives bring people together and make work feel a little more human. Check out what we do [here](#).

We're looking for a Federal Work-Study student who's flexible, enthusiastic, and excited to contribute. You'll join a supportive and collaborative team that works hard but makes space for humor and humanity. If you're a good communicator, enjoy being organized, and want real-world experience creating and coordinating events and programs, this role is for you. Bonus: You'll also be helping to promote UMB's Core Values in everything we do.

**Duties:**

- Contribute to the design and development of current and future programming.
- Coordinate office programs, trainings, and events, including scheduling, maintaining calendars and electronic files, managing registrations, ordering supplies, and providing general operational support.
- Develop and distribute marketing materials such as fliers, emails, website content, and social media posts.
- Respond to inquiries related to programs and trainings.
- Support A&F Communities (Employee Resource and Affinity Groups) by managing calendars, scheduling meetings, maintaining Teams/SharePoint sites, taking minutes, and distributing materials.
- Perform other related duties as assigned.

**Skills, Abilities, and Work Habits:**

- Maintains a professional demeanor and is a self-starter who takes initiative.
- Possesses strong organization and time management skills.
- Is proficient in Microsoft office applications as well as Outlook calendar management.
- Utilizes discretion in handling confidential matters.

- Interacts effectively with employees, including those in leadership roles.
- Possesses strong written and oral communication skills.
- Works collaboratively in support of A&F and UMB's mission.