

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 Office of the Provost (Center for Violence Prevention)
(Full Name of Department)

Off-Campus Agency N/A
(Full Name of Agency- For Off-Campus Positions Only)

Address 601 W. Lombard St. Suite 429 Baltimore, MD 21201

Telephone 410-706-3317 Fax No. N/A

Work Study Supervisor's Full Name Phylicia Henry

Work Study Supervisor's Title Managing Director

E-mail Address phylicia.henry@umaryland.edu

Alternate Supervisor's Full Name Nadine Finigan-Carr, PhD

Alternate Supervisor's Title Executive Director

E-mail Address nadine.finigan-carr@umaryland.edu

Job Title Research Fellow

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**

Join Forces with UMB Center for Violence Prevention - Where Passion Meets Purpose in Violence Prevention Advocacy

Organization Overview

The University of Maryland, Baltimore Center for Violence Prevention invites passionate and dedicated students studying law, journalism, social work, political science, or a related field of study to join our dynamic internship program. As a federal work study student employee with us, you will play a vital role in advancing our mission to bridge the gap between academia and the community through interdisciplinary collaboration, community-based participatory research, impactful education, and advocacy for policies that enhance community resilience and prevent violence and trauma.

Overview

You will have the opportunity to work closely with our team of experts from the University of Maryland schools of medicine, social work, and law. You will be immersed in a collaborative environment, contributing to the development and implementation of comprehensive violence prevention strategies. Your role will involve researching and reporting on current issues related to violence prevention, analyzing policy implications, and crafting compelling narratives that effectively communicate our mission and findings.

- Position: Research & Policy Fellow
- Project Lead/Principal Investigator: [Nadine Finigan – Carr](#), PhD, Executive Director, UMB Center for Violence Prevention

The Center is committed to promoting policies and initiatives that aim to decrease violence, enhance community safety, and most importantly, advocate against policies that could undermine efforts to aid vulnerable populations impacted by violence or that could create further penetration in the criminal and juvenile justice systems. With the legislative session approaching, we believe that law school students can play a vital role in our efforts.

We envision the involvement of law school students in a variety of activities, such as:

1. **Bill Tracking:** Students will monitor and track relevant legislative proposals, ensuring we remain informed about bills that align with our mission.
2. **Testimony Preparation:** Students will prepare compelling testimonies for public hearings, effectively advocating for our cause before lawmakers.
3. **Policy Research:** Students will conduct research on violence prevention policies, analyze their impact, and propose evidence-based solutions.
4. **Messaging and Communications:** Students will assist in crafting clear and persuasive messages to communicate our objectives to legislators and the public.
5. **Lawmaking Experience:** Students will embark on the Maryland General Assembly to deepen your understanding of state legislation. Students will observe legislative

debates, participate in discussions with lawmakers, and discover the steps involved in passing laws in Maryland, enriching their legal education.

Qualifications

Strong Research Skills

- Ability to conduct thorough legal and policy research
- Proficiency in analyzing legislative proposals and policy impacts

Excellent Written and Oral Communication

- Strong writing skills for preparing testimonies and crafting messages
- Confident and articulate in presenting information to various audiences

Knowledge of Legislative Processes

- Understanding of how bills are proposed, tracked, and passed
- Familiarity with public hearing procedures and advocacy strategies

Attention to Detail

- Keen eye for detail to ensure accuracy in tracking bills and preparing documents

Strategic Thinking and Problem-Solving

- Ability to analyze complex policy issues and propose evidence-based solutions

Passion for Violence Prevention and Advocacy

- Genuine interest in and commitment to the mission of violence prevention

Collaborative and Interpersonal Skills

- Ability to work effectively as part of a team and communicate with diverse stakeholders

Time Management and Organization

- Capability to manage multiple tasks and deadlines efficiently

Legal Writing Experience

- Prior experience in legal writing, such as drafting briefs, memos, or other legal documents

This internship provides a unique opportunity to significantly contribute to violence prevention efforts while gaining valuable experience in a collaborative, interdisciplinary environment. If you are a motivated student dedicated to making a positive impact on communities, we encourage you to apply. Join us in our mission to uplift Baltimore and beyond.

Send your resume and cover letters to UMBpreventviolence@umaryland.edu.