

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 X

UMB Department UMB Writing Center / Division of Student Affairs
(Full Name of Department)

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

Address SMC Campus Center / 621 W Lombard St / Room 307 / Baltimore / 21201

Telephone 410-706-7725 Fax No. _____

Work Study Supervisor's Full Name James Wright

Work Study Supervisor's Title Associate Director

E-mail Address james.wright@umaryland.edu

Alternate Supervisor's Full Name Isabell May

Alternate Supervisor's Title Executive Director

E-mail Address imay@umaryland.edu

Job Title UMB Writing Center Office Assistant

Job Function: X 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

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 2025/Spring 2026 semesters. The Writing Center supports student writers enrolled in UMB's seven schools as well as post-docs, faculty, and staff.

The Writing Center supports UMB graduate student writers through one-to-one writing consultation and through specific programs, such as writing-related workshops and a writing accountability group (WAG).

Consultations are led by UMB graduate students who are selected as UMB Writing Center Fellowship recipients. Consultations last for about 45 minutes, and writers can choose to work with fellows in online and in-person formats.

Most writers ask for feedback on their course assignments, but also frequently request appointments focused on CVs, cover letters, publications, grants, etc. Starting in Fall 2025, specific support for thesis and dissertation writers will be available.

We approach writing support through critical perspectives that center the generic, discursal, and rhetorical complexity of advanced disciplinary writing. Our educational framework emphasizes collaboration, self-reflexivity, and rhetorical strategy over editorial correctness.

Fellows and the writers with whom they work discuss 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.

JOB DETAILS

This is an hourly position. Regular hours for the Writing Center are Monday-Friday, 10 a.m.-5 p.m., but we are also looking for applicants with evening availability (Monday-Thursday) as well as weekends (Saturday only).

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

PRIMARY DUTIES

1. Under the supervision and direction of the Writing Center Director and Associate Director/Multilingual Writing Specialist, Office Assistants
2. Manage voicemail and the Writing Center email account

3. Assist UMB student writers Writing Center with making appointments in the Center's online appointment system
4. Direct clients to appropriate online writing-related resources
5. Assist Executive Director and Associate Director with various research-related tasks
6. Assist Executive Director and Associate Director with online Writing Center communications, such as website content and campus-wide messaging about Center programs, events, research, and accomplishments
7. Attend staff meetings
8. Assist with other duties as assigned

MINIMUM QUALIFICATIONS

- Experience with Microsoft Office Suite
- Experience with working in an office environment
- Experience providing public-facing support
- Working knowledge of scholarly research and writing processes data-collection softwares

PREFERRED QUALIFICATIONS

- Bachelor's degree
- Previous experience with working in an office in a higher education setting
- Knowledge of Adobe Creative Suite, Canva, and other creative software
- Working knowledge of data-collection softwares
- Previous community- and identity-focused coursework or organizing

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.