

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 <u>X</u>
UMB Department	School of Dentistry, Office of Student Affairs (Full Name of Department)
Off-Campus Agency	 (Full Name of Agency- For Off-Campus Positions Only)
Address	650 W. Baltimore St., Suite 6207
Telephone	6-5627
Fax No.	
Work Study Supervisor's Full Name	Kelly Powers
Work Study Supervisor's Title	Office Manager
E-mail Address	kpowers1@umaryland.edu
Alternate Supervisor's Full Name	Kate Noonan
Alternate Supervisor's Title	Interim Assistant Dean
E-mail Address	knoonan@umaryland.edu
Job Title	Yearbook Editor
Job Function:	<input checked="" type="checkbox"/> 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](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

## **THE UM SOD YEARBOOK FEDERAL WORKSTUDY JOB DESCRIPTIONS**

### **Managing Editor/Editor-in-Chief:**

- Oversees theme development and the overall contents and design of the yearbook
- Manages staff assignments, deadlines, and structure of the yearbook
- Troubleshoots and helps solve production problems
- Responsible for final quality checks on all layouts of the yearbook
- Performs first draft and final quality check on all completed student work
- Reviews all staff pages after each deadline
- Strives to delegate responsibility, when appropriate
- Leads efforts to ensure all deadlines are met and staff members work diligently toward work completion
- Keeps detailed records of pages due, proofs received, proofs returned, etc.
- Maintains an electronic copy of each page and creates a “mock yearbook”
- Ensures all the proof corrections are made by yearbook editors and the yearbook is free from spelling and grammatical errors and formatting is consistent across all pages of the yearbook and student, faculty, and staff names are correctly spelled, and all information provided is accurate
- Works with Legacy Studios and D4 and Sr. DHY class leadership to schedule yearbook photos for DDS & DH graduating classes
- Shoots photos of student organizations, new and current faculty, and staff
- Schedule or obtain photos of new and current faculty and staff for leadership pages
- Regularly communicates with Yearbook Advisor (OSA Office Manager) to schedule meetings, provide status updates, disseminate information to the SOD community, gather information, etc.
- Conducts interviews and makes hiring recommendations to Yearbook Advisor
- Communicates all challenges, including staff issues, with Yearbook Advisor
- Is responsible for checkout and maintenance of all school-owned photo equipment

### **Design/Copy Editor (Representative for each class year)**

- Responsible for all aspects of the graphic design of the assigned yearbook pages, including layout concepts and completion of yearbook pages associated with assigned class year
- Shoots photos of student organizations, new and current faculty, and staff
- Reviews feedback from end year meeting and generates a list of improvements and implements those changes for the current yearbook
- Strives for fresh, original designs that enhance and reflect the overall theme and design concept of the yearbook
- Shoots photos of student organizations, new and current faculty, and staff
- Schedule or obtain photos of new and current faculty and staff for leadership pages
- Manages all computer page files and backups of complete work
- Ensure yearbook pages are free from spelling and grammatical errors and formatting is consistent, student, faculty, and staff names are correctly spelled, and titles and all information provided is accurate
- Meets all deadlines and fully completes all assignments
- Is responsible for checkout and maintenance of all school-owned photo equipment