

**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 UM 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 Street, Baltimore, MD 21201

Telephone 6-0258 Fax No. _____

Work Study Supervisor's Full Name Helen Dagilis

Work Study Supervisor's Title Event Specialist

E-mail Address hdagilis@umaryland.edu

Alternate Supervisor's Full Name Kate Noonan

Alternate Supervisor's Title Assistant Dean of Student Affairs

E-mail Address knoonan@umaryland.edu

Job Title Yearbook Editor

Job 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

Phone: 410-706-7347

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

THE UMSOD YEARBOOK FEDERAL WORK STUDY JOB DESCRIPTIONS

Yearbook Editor

- 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
- Regularly communicates with yearbook team and supervisor
- Schedules shoots and takes photos of student events, student groups, new and current faculty, and staff based on assigned yearbook pages
- Strives for fresh, original designs that enhance and reflect the overall theme and design concept of the yearbook
- Manages & uploads all files to the yearbook google drive and backups all 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
- Participates in the distribution of the yearbook to students
- Reviews feedback from end year meeting and generates a list of improvements and implements those changes for the current yearbook
- Is responsible for checkout and maintenance of all school-owned photo equipment