UNIVERSITY OF MARYLAND
SUMMER 2019/FALL 2019/SPRING 2020
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST
(Supervisor's On-line Orientation must 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 X No

UMB Department Carey School of Law Rebuild, Overcome, + Rise
(Full Name of Department)

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

Address 520 W. Fayette St., suite 320 Baltimore, MD 21201

Telephone (410) 706-2781 Fax No. (410) 706-2786

Work Study Supervisor's Full Name Lydia Watts

Work Study Supervisor's Title Executive Director

E-mail Address lwatts@law.umaryland.edu

Alternate Supervisor's Full Name Yasmin Kronfli

Alternate Supervisor's Title Senior Attorney

E-mail Address ykronfli@law.umaryland.edu

Job Title Legal assistant

Job Function: __ Technical __ Administrative __ Research Lab X Research Clinical __ Tutor __ Program Admin.

Duties Work with attorney and paralegal to assist with legal matters and research.

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 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:
Student Employment Office: University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221; Baltimore, MD 21201
Phone: 410-706-7347 E-Mail: fse@umaryland.edu URL: www.umaryland.edu/workstudy
Legal Assistant
Federal Work Study Job Description

About Us:
The Rebuild, Overcome, and Rise (ROAR) Center at the University of Maryland, Baltimore is a “one-stop-shop” in Baltimore City where victims of crime can access the fullest possible range of wraparound legal, social, medical, and mental health services - all in one place. The staff, which includes attorneys, a paralegal, social workers, and a nurse, work together to provide support and advocacy for our clients, especially those who are at higher-risk of victimization (such as people of color, LGBTQ individuals, living with a disability, immigrants, suffering from a mental illness and/or substance abuse disorder, engaging in sex work, living in poverty, or experiencing homelessness). The civil matters within our scope include but are not limited to protection or peace orders; enforcing crime victims’ rights; immigration cases; housing cases; employment law; and access to financial resources and public benefits. ROAR is located at 520 W Fayette Street, Suite 320, Baltimore, MD 21201.

Job Description:
The Legal Assistant will assist the paralegal and staff attorneys with case screening, intake, research, and preparation of cases involving survivors of crime who have been impacted in ways that necessitate legal assistance in resolving civil matters. Law clerks are supervised by the senior attorney. Everyone working at ROAR must have a commitment to working with people from diverse backgrounds, a dedication to social justice, and access to justice for all victims of crime in Baltimore City, and an understanding of the intersectionality of violence, racism, sexism, poverty, and other forms of discrimination. This position is a maximum of 20 hours per week. A set schedule will be agreed upon between supervisor and student.

Duties & Responsibilities:

- Assist the legal team with all aspects of case preparation, including interviewing clients, gathering documents, drafting legal memorandum, assisting with trial preparation and attending court with the attorneys.
- Legal screening: Assist with the initial screening of potential clients, accurately conduct conflict checks for persons seeking assistance, provide legal information, advocacy support, and referrals when necessary.
- Research: Conduct research on case specific issues as well as create office wide memorandum on broad legal issues.