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.

<table>
<thead>
<tr>
<th>Could this work-site be considered as Community Service?</th>
<th>Yes</th>
<th>No</th>
<th>X</th>
</tr>
</thead>
</table>

UMB Department University of Maryland Francis King Carey School of Law Marketing & Communications Department
(Full Name of Department)

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

Address 500 West Baltimore Street, Baltimore, MD 21201

Telephone 410-706-7832 Fax No.

Work Study Supervisor’s Full Name Colleen Stanley

Work Study Supervisor’s Title Director of Marketing, Communications, and Digital Strategy

E-mail Address c.stanley@law.umaryland.edu

Alternate Supervisor’s Full Name Tierra Collins

Alternate Supervisor’s Title Senior Communications Specialist

E-mail Address tcollins@law.umaryland.edu

Job Title Marketing & Communications Administrative and Research Assistant

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

Duties See attached job description.

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: fws@umaryland.edu URL: www.umaryland.edu/workstudy
Marketing & Communications

Administrative & Research Assistant

- Work with managing directors to gather content for email and print newsletters, coordinate timelines and deadlines, upload content, and set up email templates
- Prepare, organize and upload contact lists for email marketing campaigns
- Assist with print production by requesting estimates and paper samples, organizing mailing lists, following up with printers, and maintaining a database of printers
- Research, fact-check, gather content, and assist with disseminating the annual magazine
- Catalogue and document materials received from other law schools; research marketing activities of other law schools
- Review and post website content as directed
- Research paid marketing opportunities, strategic partners, content distribution platforms, and other areas as needed
- Assist with managing social media accounts and photo libraries
- Perform other duties as assigned