

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

UMB Department Maryland Carey Law School - Event Services
(Full Name of Department)

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

Address 500 West Baltimore Street, Baltimore, Maryland 21201

Telephone 410-706-2072 Fax No. _____

Work Study Supervisor's Full Name Jessica Williams

Work Study Supervisor's Title Director of Events

E-mail Address j.williams@law.umaryland.edu

Alternate Supervisor's Full Name Heather McKlveen

Alternate Supervisor's Title Coordinator

E-mail Address hmcklveen@law.umaryland.edu

Job Title Research Assistant

Job Function: ___ 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.

When 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

Position Type: Federal Work Study
Title: Research Assistant/Grant Writer
Department: Events Department
Hours: Between 10-20 hours per week
Timeframe: Spring Semester 2024

Description:

The Events Department is seeking a Research Assistant/Grant Writer for 2024 academic year (spring/fall semester). This individual will lead our efforts in securing funding to help Westminster Hall operate throughout the year. Students must have work study funding to be eligible for this position. Responsibilities may be fulfilled through a hybrid work set up, but this position will be required to work on-campus for part of the scheduled hours each week.

Duties:

- Identify funding sources to support existing and planned activities.
- Craft persuasive narratives about the organization's mission.
- Lead the development, writing, and submission of grant proposals.
- Manage deadlines with federal, state, and private funding agencies.
- Furnish prospective funders with supporting documents.
- Collaborate with Events Team to compile reports, materials, and documents.

Required Skills and Qualifications:

- Excellent writing and proofreading skills
- Strong project management skills and the ability to work independently and efficiently when needed.
- Knowledgeable with Microsoft 365 software, specifically Word and Excel
- Strong communication skills.
- Currently enrolled as a student attending the University of Maryland, Baltimore.

About Maryland Carey Law Events Department:

Maryland Carey Law Events Department oversees events/activities throughout the law school. In addition to academic events, in 1977 Westminster Preservation Trust, Inc. was established under the leadership of Maryland Carey Law. The Trust completed a renovation of Westminster Hall in 1983 to preserve and restore the historic features. Westminster Hall is now used for university lectures, conferences, investitures, and other events; all managed and operated by Maryland Carey Law Event Department.