

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 <input checked="" type="checkbox"/>
UMB Department	<u>School of Law Office of Development + Alumni Relations</u> (Full Name of Department)
Off-Campus Agency	_____ (Full Name of Agency- For Off-Campus Positions Only)
Address	<u>500 W. Baltimore St., Suite 260</u>
Telephone	<u>410-706-2070</u>
Fax No.	<u>410-706-0596</u>
Work Study Supervisor's Full Name	<u>Shara Boonshatt</u>
Work Study Supervisor's Title	<u>Assistant Dean for Development + Alumni Relations</u>
E-mail Address	<u>Sboonshatt@law.umaryland.edu</u>
Alternate Supervisor's Full Name	<u>Jason Keller</u>
Alternate Supervisor's Title	<u>Director of Alumni Engagement</u>
E-mail Address	<u>jason.keller@law.umaryland.edu</u>
Job Title	<u>Development Coordinator</u>
Job Function:	<input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> Research Lab <input type="checkbox"/> Research Clinical <input type="checkbox"/> Tutor <input checked="" type="checkbox"/> 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

**Position Type:** Federal Work Study

**Title:** Development Coordinator

**Department:** Office of Development & Alumni Relations

**Hours:** Between 10-20 hours per week

**Timeframe:** Fall Semester 2023 and/or Spring Semester 2024

**Description:**

The Office of Development & Alumni Relations is seeking a Development Coordinator for either or both semesters of the 2023-2024 academic 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 and Responsibilities:**

- Assist with managing class action and biographical updates by researching, editing, organizing and sharing information updates with law school and campus colleagues
- Track alumni volunteer activity and manage requests for thank you gifts
- Help to manage event registration lists and attendance tracking by organizing Excel spreadsheets, looking up constituent IDs, and finalizing reports
- Assist with event outreach, specifically around Alumni Weekend and regional events, by reviewing and updating class and geographical lists, making phone calls, sending emails, and registering attendees
- Assist with event preparation, including with briefings, name tags, reminders, etc.
- Support stewardship communications, such as thank you and congratulatory notes, fund updates, and impact reports
- Create and organize materials for Alumni Board and Board of Visitors meetings
- Engage in basic development research to update employment and contact information
- Assist with mailings, calling and texting campaigns, special events, and other office-wide activities as necessary

**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 Excel and Word
- Strong communication and customer service skills
- Currently enrolled as a student in the University of Maryland Francis King Carey School of Law

**About the Office of Development and Alumni Relations:**

As our law students graduate and go on with their professional lives, the Office of Development & Alumni Relations makes connections that remain for life. We build support for the teaching, research and public service missions of the School of Law by strengthening connections between the law school, its alumni, students, and faculty through special events and academic programs, and by securing gifts of volunteer time and financial resources to help the Law School achieve its goals.