

**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 ☒

UMB Department Center for Dispute Resolution at the University of Maryland Francis King Carey
School of Law (C-DRUM)

(Full Name of Department)

Off-Campus Agency _____

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

Address 500 W. Baltimore Street, Suite 500 Baltimore, MD 21201

Telephone 410-706-4270

Fax No. _____

Work Study Supervisor's Full Name Aisha Samples

Work Study Supervisor's Title Senior Program Specialist

E-mail Address asamples@law.umaryland.edu

Alternate Supervisor's Full Name Toby Guerin

Alternate Supervisor's Title Executive Director

E-mail Address tguerin@law.umaryland.edu

Job Title Professional Services and Marketing 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.

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**

Center for Dispute Resolution at Maryland Carey Law - Professional Services and Marketing Assistant

The University of Maryland, Baltimore is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.

To be considered for this position, please briefly describe your interest in this role in an email to [Aisha Samples](#).

Department

Center for Dispute Resolution at the University of Maryland Francis King Carey School of Law (C-DRUM)

Mission

C-DRUM advances conflict resolution processes to transform relationships, systems, and the world. Through professional education, research, and direct services, C-DRUM equips individuals and communities with the knowledge and skills to address conflict strategically and productively.

Position Title

Professional Services and Marketing Assistant

Objective

In collaboration with C-DRUM staff the Professional Services and Marketing Assistant will assist with the research, marketing, formatting, and technical support for in-person and virtual training and programs provided by C-DRUM.

Key Responsibilities

- Conduct research on similar training and programs provided by public and private institutions
- Draft copy for training catalog, social media, and website
- Expand marketing of training and programs
- Research and submit applications for continuing education credentials
- Contribute to training titles and descriptions
- Develop internal practices and checklists for training planning, execution, and data retention
- Distribute and compile training and program evaluations
- Respond to training inquiries
- As available, provide technical support for virtual and in-person trainings and programs