

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 School of Law - Department of External Relations
(Full Name of Department)Off-Campus Agency _____
(Full Name of Agency- For Off-Campus Positions Only)Address 500 W. Baltimore Street, Baltimore, MD 21201Telephone 410-706-5458Fax No. —Work Study Supervisor's Full Name Justinia CarterWork Study Supervisor's Title Executive Director of Alumni EngagementE-mail Address J.Carter@Law.UMaryland.eduAlternate Supervisor's Full Name Shara BoorshastAlternate Supervisor's Title Associate Dean of External RelationsE-mail Address SBoorshast@law.UMaryland.eduJob Title Alumni Engagement CoordinatorJob 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



Position Type: Federal Work Study

Title: Alumni Engagement Coordinator

Department: Office of External Relations, Alumni Engagement

Hours: Between 10-20 hours per week

Timeframe: Fall Semester 2025, and/or Spring Semester 2026

Description:

The Department of External Relations is seeking an alumni engagement coordinator for both semesters of the 2025-2026 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:

Maintain the community events calendar

Research and update the tracker-calendar with events that take place from September 2025 through July 2026, which may impact the Maryland Carey Law alumni events and engagement activities. Tasks include but are not limited to:

- Regularly following the calendars and events of bar associations throughout Maryland and Washington D.C.
- Regularly following the calendars of local entertainment venues (CFG Bank Arena, Hippodrome Theatre and the M&T Bank Exchange, Everyman Theatre, Camden Yards, M&T Bank Stadium, Horseshoe Casino, and others)
- Regularly following the calendars of local municipalities and quasi-governmental agencies and non-profit organizations (ex: Enoch Pratt Library, Downtown Partnerships, Baltimore Office of Promotion and the Arts, and others)
- Regularly following the calendars of local colleges and universities

Support Alumni Weekend and regional events

Support the successful implementation of alumni events. Alumni Weekend 2026, which is the annual gathering of alumni over the course of April 16-18, 2025. Alumni Weekend enables us to engage with alumni, donors, and friends of the law school in a jovial atmosphere. Regional events allow us to meet alumni where they are across the state, and the country. Tasks include but are not limited to:

- Executing event outreach through making phone calls, sending emails, preparing physical mail outreach campaign
- Preparing event briefings, name tags, reminders, etc.
- Attending events as schedule permits

Support alumni and donor stewardship

Engaged alumni, and donors, are some of the best advocates for the law school. Stewarding these valuable stakeholders is the way that we show them our support and appreciation. Tasks include but are not limited to:

- Preparing stewardship communications such as thank you and congratulatory notes, fund updates, and impact reports
- Creating and organize materials for Alumni Board and Board of Visitors meetings
- Assisting with mailings, calling and texting campaigns, special events, and other office-wide activities as necessary

Required Skills and Qualifications:

- Excellent communication and customer, or stakeholder, service skills
- Strong writing and proofreading skills
- Project management and the ability to work independently
- Knowledge of the Microsoft 365 products (ex: Excel, Word, Teams, Outlook Calendar, OneDrive, Forms, etc.)
- Alumni Engagement Coordinator will be required to sign a confidentiality agreement to handle sensitive information
- Currently enrolled as a student in the University of Maryland Francis King Carey School of Law

About the School of Law Department of External Relations:

The department of External Relations at University of Maryland Francis King Carey School of Law oversees internal, external, and strategic communications. Our team promotes the school's initiatives and the work of the community, including alumni, students, staff and faculty. As our law students graduate and go on with their professional lives, the Department of External 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.