

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 X

UMB Department UM Francis King Carey School of Law - Marketing & Communications  
(Full Name of Department)

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

Address 500 West Baltimore Street, Baltimore, MD

Telephone 410-706-2415 Fax No. \_\_\_\_\_

Work Study Supervisor's Full Name Erin Rummel

Work Study Supervisor's Title Director, Marketing and Communications

E-mail Address erummel@law.umaryland.edu

Alternate Supervisor's Full Name Shara Boonshaft

Alternate Supervisor's Title Assoc. Dean of External Relations

E-mail Address sboonshaft@law.umaryland.edu

Job Title Marketing and Communications Position

Job Function: \_\_\_ Technical X 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](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

# Marketing and Communications FWS Job Description

## Marketing and Communications FWS Position

**Hours:** 12 hours per week [8:30am – 12:30pm T, W, F]

**Location:** University of Maryland Francis King Carey School of Law 500 West Baltimore Street,  
Baltimore, MD, 21201

**Duration:** Fall 2025

## About the Role

We're seeking a creative and detail-oriented student to support our marketing and communications efforts. This position offers hands-on experience in digital asset management, content creation, and communications strategy. You'll work closely with our team to help tell our story and engage our audiences.

## Key Responsibilities

- **Photo Management:** Upload and organize images in our digital asset management system.
- **Content Creation:** Take photos for use on social media platforms and other communications channels.
- **Database Maintenance:** Update and maintain marketing and communications databases.
- **Writing & Editing:** Assist with drafting and editing content for newsletters, web pages, social media, and other materials.

## Qualifications

- Strong written and verbal communication skills.
- Basic photography skills with an iPad and familiarity with social media platforms.
- Attention to detail and organizational skills.
- Experience with or willingness to learn digital asset management systems.
- Ability to work independently and collaboratively.

## Preferred Skills

- Familiarity with Canva, Adobe Creative Suite, or other design tools.
- Experience with content management systems or email marketing platforms.

## To Apply

Please submit your resume, a brief cover letter, and any relevant work samples (e.g., writing, photography, social media posts).