

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 X ___

UMB Department Organizational Systems and Adult Health
(Full Name of Department)

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

Address 655 W. Lombard St. Baltimore, MD 21201

Telephone 410-706-4420 Fax No. _____

Work Study Supervisor's Full Name Barbara Van de Castle

Work Study Supervisor's Title Assistant Professor

E-mail Address vandecastle@umaryland.edu

Alternate Supervisor's Full Name Charlotte Seckman

Alternate Supervisor's Title Associate Professor

E-mail Address seckman@umaryland.edu

Job title SINI Social Media Coordinator

Job Functipn: Technical

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**

Job Description for SINI Social Media Coordinator

1. This position is combined in-person & remote work.
2. The candidate must have strong functional knowledge of social media platforms and the desire to apply that knowledge in a professional environment.
3. Specific platforms will be assessed to determine the best social media presence.
4. The student must have excellent written and oral communication skills and excellent project management skills.
5. It is preferred for the student to be in the Nursing Informatics Program at UMSON
6. The student needs to work with the SINI Program Chair to initiate and maintain social media presence for one year and to collaborate with UMSON's Office of Communications to cross-promote SINI.
7. The student will be assessing strategies for increasing engagement and followers on our social media pages, including researching, composing, and posting appropriate NI information and maintaining a calendar for posting.
8. The student will monitor and respond to comments and direct messages in a timely manner.