UNIVERSITY OF MARYLAND
2021-2022 – Amended Hiring Request (during COVID19 + transition)
FEDERAL WORK-STUDY SUPERVISOR’S STUDENT REQUEST
(Supervisor’s On-line Orientation must be completed) http://www.umd.edu/workstudy

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

Mandatory: Attach a job description for this FWS position (please specify any telework capable duties if applicable).

Could this work-site be considered as Community Service? Yes ____ No ___

UMB Department ____________________________ (Full Name of Department)

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

Address 20 N. Pine Street 7th Floor Room 5765
Telephone 240-645-5053 Fax No. 410-706-4725

Work Study Supervisor’s Full Name Troy Parker

Work Study Supervisor’s Title Associate Director of Career Development

E-mail Address troy.parker@rx.umaryland.edu

Alternate Supervisor’s Full Name Juli Ana Brammer

Alternate Supervisor’s Title Dir. of Admission

E-mail Address jbrammer@rx.umaryland.edu

Job Title Graduate Student Worker


Please attach a separate job description (see below)

For 2021-2022, as we transition back to campus, the use of COVID job functions will still be applicable.

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 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

Updated July 2021
Career Development Center For Student Affairs

Graduate Student Worker

Position Description

2021-2022

***Job duties will be carried out in a hybrid capacity (remote and in-person)

The main focus of this position is marketing. The Graduate Student Worker (GSW) will report directly to the associate director and will oversee all aspects of marketing for career center programs, events and services.

Primary responsibilities include:

• Oversee all aspects of marketing for career center, programs, events and services, including print materials, social media, tabling, etc.
• Write and manage monthly CC newsletter

The ideal applicant will have interests related to:

• Marketing/Promotions
• Social Media
• Event Planning
• Career Development

The ideal applicant will have the following skill sets:

• Superior communication skills, both written and oral
• Strong attention to detail and organizational skills
• Ability to solve problems independently
• Professional demeanor
• Reliable and dependable
• Strong work ethic
• Ability to take initiative
• Event planning experience
• Sales/Marketing/Promotions experience
• Familiarity with CC programs and services preferred
• Tech-Savvy

Expectations

• Represent the values and mission of the CC
• Attend mandatory, regularly scheduled meetings and trainings
• Attend regular one-on-one meetings with supervisor
• Participate in collaborative projects
• Serve as a positive role model to students
• Attend area meetings and campus programs, as directed
• Support College policies and guidelines
• Maintain confidentiality
• Attend weekly staff meetings
• Outreach to students and student groups on behalf of the CC
• Other duties as assigned or as interests develop