**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.umaryland.edu/workstudy](http://www.umaryland.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).

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<th>Could this work-site be considered as Community Service?</th>
<th>Yes [  ] No [X]</th>
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**UMB Department** Office of Diversity, Equity, and Inclusion  
*(Full Name of Department)*

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

**Address** 525 West Redwood Street Baltimore, MD 21201

**Telephone** (443) 219-6739  
**Fax No.**

**Work Study Supervisor’s Full Name** Julia Scott

**Work Study Supervisor’s Title** DEI Coordinator

**E-mail Address** julia.scott@ssw.umaryland.edu

**Alternate Supervisor’s Full Name** Neijma Celestine-Donnor

**Alternate Supervisor’s Title** Assistant Dean for Diversity, Equity & Inclusion

**E-mail Address** ncelestine-donnor@ssw.umaryland.edu

**Job Title** DEI Data Intern

**Job Function:**  
COVID Technical [ ]  
COVID Research Lab/Clinical [ ]  
COVID Tutor [X]  
COVID Program Admin. [ ]

*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
Detailed Job Description of Telework Capable Position:

DEI Data Intern

The University of Maryland School of Social Work has an exciting opportunity for a Diversity, Equity, and Inclusion (DEI) Data Intern to report to the Assistant Dean of Diversity, Equity and Inclusion. In this role, the student will provide support related to research, data collection, analysis and reporting regarding DEI programs and projects.

Job Duties:
- Data entry and collection
- Research and compile data for relevant reports and projects
- Develop and maintain database tools, reports, etc.
- Administer evaluations and implement strategies to follow up with units receiving training
- Ensure the accuracy and validity of data and help translate results into strategic DEI recommendations
- Contribute to the design and delivery of trainings, presentations, workshops, and training, related to diversity, equity and inclusion and restorative practices
- Support the general functions of the Office of Diversity, Equity and Inclusion
  * Assist in the planning, delivering and maintaining of DEI programs and initiatives for students, faculty, and staff
  * Assist with administrative duties like scheduling trainings and coordinating meetings
  * Actively research best practices related to DEI, anti-racism and anti-oppression
  * Assist with other projects as needed

Experience:
- Knowledge of DEI principles
- Administrative or program coordination experience
- Excellent verbal and written communication skills

Telework Information:

If telework is in effect, the intern must be available during agreed upon work hours. All meetings and teamwork will be conducted through shared documents and teleconferencing (Microsoft Teams, Zoom, etc.)