**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).**

<table>
<thead>
<tr>
<th><strong>Could this work-site be considered as Community Service?</strong></th>
<th>Yes</th>
<th>No</th>
<th>X</th>
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</thead>
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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 Marketing Intern

**Job Function:**  
___ COVID Technical  
___ COVID Research Lab/Clinical  
___ COVID Tutor  
___ 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 Marketing Intern

The University of Maryland School of Social Work has an exciting opportunity for a Diversity, Equity, and Inclusion (DEI) Marketing Intern to report to the Assistant Dean of Diversity, Equity, and Inclusion. In this role, the student will provide communication and marketing assistance in programs and projects that support the Office of Diversity, Equity, and Inclusion.

Job Duties:

- Assist with the development of creative communication and marketing strategies for promoting the work of the Office of Diversity, Equity, and Inclusion
- Assist in providing content for materials including newsletters, webpage, etc.
- Help coordinate all social media efforts for the Office of Diversity, Equity, and Inclusion
- Promote DEI activities, including creating and distributing flyers, posting in the bulletin, newsletter, and sending emails.
- Help create and implement a communications plan and an annual communications calendar
- Draft and sends pertinent correspondence
- Manage photo and video content
- 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.)