

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

UMB Department

Center for Restorative Change (formerly SWCOS)
(Full Name of Department)

Off-Campus Agency

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

Address

525 West Redwood Baltimore, MD 21201

Telephone

410 706 1883

Fax No.

410 706 4455

Work Study Supervisor's Full Name

Lane Victorson

Work Study Supervisor's Title

Clinical Faculty Instructor

E-mail Address

lvictorson@ssw.umaryland.edu

Alternate Supervisor's Full Name

Nia Speaks

Alternate Supervisor's Title

Program Management Specialist

E-mail Address

nia.speaks@ssw.umaryland.edu

Job Title

Community Outreach Worker and Administrative Support Worker

Job Function:

Technical

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

Phone: 410-706-7347

Office of Student Employment; University of Maryland, Baltimore; 601 W. Lombard St, Suite 221;
Baltimore, MD 21201

Center for Restorative Change (formerly known as SWCOS)

Detailed Job Description for Community Outreach Worker and Administrative support worker.

The Center welcomes students to consider an exciting position with the Center for Restorative Change. The student will collaborate with the Director of Community Organizing to coordinate awareness and activism efforts with special attention towards human rights and social justice. To this end the student will:

- Create and facilitate both curricular and extracurricular based community organizing projects with a particular emphasis on mobilizing the student community.
- Build partnerships between the Center for Restorative Change and existing community-based organizations.
- Generates documents advertising the Center's community events including monitoring and assisting with our social media efforts.
- Community outreach with various community organizations possibly working at our school-based sites including various community-based organizations.
- Responsible for handling clerical tasks such as responding to email inquiries, answering phones and voicemail messages, and using our online voice messaging service.
- Assist with collecting data for evaluations and assessments for our field instructors.
- Assist with special projects as needed and other administrative duties as assigned.