

**UNIVERSITY OF MARYLAND
SUMMER 2025/FALL 2025/SPRING 2026
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 _____ Office of Access, Strategic Initiatives, & Support (OASIS)
(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 _____ 410.706.1077 Fax No. _____

Work Study Supervisor's Full Name _____ Julia Scott _____

Work Study Supervisor's Title _____ Assistant Director of Engagement and Programming

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

Alternate Supervisor's Full Name _____ Neijma Celestine- Donnor _____

Alternate Supervisor's Title _____ Associate Dean of Strategic Initiatives and Organizational Engagement

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

Job Title _____ OASIS Office Intern _____

Job Function: ____ Technical ____ Administrative ____ Research Lab ____ Research Clinical ____ Tutor X 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**

OASIS Office Summer/Fall Intern

The University of Maryland School of Social Work has an exciting opportunity for an Office of Access, Strategic Initiatives, & Support (OASIS) Intern to report to the Associate Dean of Strategic Initiatives and Organizational Engagement. In this role, the student will be responsible for assisting the OASIS team with general office duties including, but not limited to, data analysis, grant research, report writing, and assisting with programs and projects that support the Office of Access, Strategic Initiatives, & Support.

Job Duties:

- Draft and send pertinent correspondences when needed.
- Assist with Annual Report writing and data analysis.
- Assist with school year planning.
- Promote Access & Collaboration activities, including creating and distributing fliers, and posting in the Elm bulletin, newsletter and sending emails.
- Assist with the development of creative communication and marketing strategies for promoting the work of the Office of Access, Strategic Initiatives, & Support.
- Assist with OASIS programs and initiatives like Book Lending and Restorative Practices.
- Support the general functions of the Office of Access, Strategic Initiatives, & Support:
 - Assist in the planning, delivering, and maintaining of Access & Collaboration programs and initiatives for students, faculty, and staff.
 - Assist with administrative duties like scheduling trainings and coordinating meetings.
 - Actively research best practices related to Access & Collaboration.
 - Assist with other projects as needed.

Experience:

- Knowledge of Access & Collaboration principles
- Administrative or program coordination experience
- Excellent verbal and written communication skills
- Experience with basic design and editing

Telework Information:

If teleworking 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.) This position will begin in Summer 2025, with an opportunity to continue into Fall 2025.