

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 <input checked="" type="checkbox"/>		
UMB Department	<u>SSW Office of Diversity, Equity, and Inclusion</u> (Full Name of Department)		
Off-Campus Agency	_____ (Full Name of Agency- For Off-Campus Positions Only)		
Address	<u>525 West Redwood Street Baltimore, MD 21201</u>		
Telephone	<u>410.706.1077</u>	Fax No.	_____
Work Study Supervisor's Full Name	<u>Julia Scott</u>		
Work Study Supervisor's Title	<u>DEI Coordinator</u>		
E-mail Address	<u>julia.scott@ssw.umaryland.edu</u>		
Alternate Supervisor's Full Name	<u>Neijma Celestine-Donnor</u>		
Alternate Supervisor's Title	<u>Assistant Dean/Director of the Office of Diversity, Equity, and Inclusion</u>		
E-mail Address	<u>ncelestine-donnor@ssw.umaryland.edu</u>		
Job Title	<u>Data and Restorative Practices Intern</u>		
Job Function:	<input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> Research Lab <input type="checkbox"/> Research Clinical <input type="checkbox"/> Tutor <input checked="" type="checkbox"/> 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](mailto:FWS@umaryland.edu)

Phone: 410-706-7347

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

### **ODEI Data & Restorative Practices Intern**

The University of Maryland School of Social Work has an exciting opportunity for an **Office of Diversity, Equity, and Inclusion (ODEI) Data and Restorative Practices 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. They will also assist with developing a Restorative Practices initiative at the SSW.

#### **Job Duties:**

- **Data**
  - 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.
- **Restorative Practices**
  - Gain knowledge and understanding of Restorative Practices (RP) and DEI
  - Assist with development and implementation of Restorative Practices techniques and strategies.
  - Collaborate with the Office of Student Affairs, student groups, and other SSW units to coordinate policies, programming, and projects informed by DEI and RP.
  - Observe, co-facilitate, and facilitate Restorative Practice Circles and Reading Group
  - Conduct research on the latest RP news, literature, and trends.
  - Create RP resources and tools for the SSW community.
  - Assist in providing RP content for materials including newsletters, webpage, etc.
- **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
- Knowledge of Restorative Practices (*preferred, not required*)

- 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.)*