

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 SSW 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 410.706.1077 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/Director of the Office of Diversity, Equity, and Inclusion

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

Job Title DEI Office Intern

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

ODEI Office Summer Intern

The University of Maryland School of Social Work has an exciting opportunity for an **Office of Diversity, Equity, and Inclusion (ODEI) Intern** to report to the Assistant Dean of Diversity, Equity, and Inclusion. In this role, the student will be responsible for assisting the ODEI team with general office duties including, but not limited to, data analysis, report writing, and assisting with programs and projects that support the Office of Diversity, Equity, and Inclusion.

Job Duties:

- Draft and send pertinent correspondence.
- Assist with Annual Report writing and data analysis.
- Assist with planning for Fall semester.
- Promote DEI activities, including creating and distributing fliers, posting in the Daily bulletin, newsletter and sending emails.
- Assist with development of creative communication and marketing strategies for promoting the work of the Office of Diversity, Equity, and Inclusion
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- Assist with ODEI programs and initiatives like Affinity Groups 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.)

This position will begin in the Summer with an opportunity to continue into Fall.