

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	School of Social Work		
	(Full Name of Department)		
Off-Campus Agency			
	(Full Name of Agency- For Off-Campus Positions Only)		
Address	525 West Redwood, Baltimore MD 21209		
Telephone	3012335466	Fax No.	
Work Study Supervisor's Full Name	Dawn Shafer		
Work Study Supervisor's Title	Associate Dean for Student Affairs		
E-mail Address	dshafer@ssw.umaryland.edu		
Alternate Supervisor's Full Name	Neijma Celestine Donnor		
Alternate Supervisor's Title	Associate Dean, DEI		
E-mail Address	ncelestine-donnor@ssw.umaryland.edu		
Job Title	Student Affairs peer restorative practices and study group facilitator		
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

This FWS student position will support the Office of Student Affairs by serving as a peer restorative justice practitioner and study space facilitator. This position will be hybrid, allowing the candidate to work in person at SSW sometimes and work independently and remotely at other times. The ideal candidate is committed to helping to create a welcoming and inclusive environment for all students. Duties will include:

1. Working closely with the Student Affairs Dean to create a sense of inclusion for students
2. Co-facilitating community building circles for the summer restorative practices reading initiative
3. Incorporating feedback from circles into the student rights and responsibilities.
4. Peer navigation related to low level harms and conflict between peers
5. Helping to build out the restorative justice program initiatives at SSW in collaboration with the Office of Diversity, Equity, and Inclusion.
6. Connecting students with appropriate resources
7. Reviewing program assessment data
8. Researching other Restorative Justice campus initiatives providing recommendations to the OSA Dean
9. Holding virtual and in-person study sessions to support accessibility at SSW.
10. Peer study groups related to the LMSW
11. Other duties as assigned