OFFICE OF STUDENT EMPLOYMENT

UNIVERSITY OF MARYLAND
2020-2021 – Amended Hiring Request during COVID19
FEDERAL WORK-STUDY SUPERVISOR’S STUDENT REQUEST (Supervisor’s On-line Orientation must be completed) http://www.umaryland.edu/workstudy

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

Mandatory: Attach a job description for this FWS position on the next page (please ensure only telework capabilities are included)

Could this work-site be considered as Community Service? Yes___X___ No_______

UMB Department: School of Social Work-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 21230

Telephone________________________ Fax No.________________________

Work Study Supervisor’s Full Name: Neijma Celestine-Donnor

Work Study Supervisor’s Title: Assistant Dean, Diversity, Equity and Inclusion

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

Alternate Supervisor’s Full Name: Cherita Adams

Alternate Supervisor’s Title: Assistant Dean, Administration and Finance

E-mail Address: cherita.adams@ssw.umaryland.edu

Job Title: DEI Student Assistant


Telework Duties Only: Please attach a separate job description (see below)

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 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

Updated July 24, 2020
You may click the fill and sign feature in Adobe to either copy and paste or type out the job duties below.

**Detailed Job Description of Telework Capable Position:**

*DEI Student Assistant*

*Please note that all of these job duties would be carried out remotely.*

The Office of Diversity, Equity and Inclusion in the School of Social Work is seeking a work study student for the 20-21 academic year to serve as DEI Student Assistant. The student assistant will aid the Office of Diversity, Equity and Inclusion in the planning and implementation of initiatives and programs that build community and promote diversity, equity and inclusion. Responsibilities of the student assistant are as follows:

- Assist the office in carrying out programs and activities
- Assist in marketing and publicity including creating advertisements and fliers
- Research and compile information related to DEI resources and best practices
- Facilitate programs and offer creative input.
- Assist with event management, including setting up zoom and WebEx
- Gather and create content for newsletters
- Prepare, maintain, and update website materials
- Possible leading/arranging of groups
- Assist with special projects

**QUALIFICATIONS:**

- Ability to work independently under minimal supervision.
- Ability to thoroughly complete all work assignments
- Ability to prioritize multiple tasks in a fast-paced environment
- Strong organizational skills and attention to detail.
- Ability to work within deadlines.
- Good interpersonal skills and desire to be a team player.
- Creative problem-solving skills.
- Exceptional customer service skills.
- Excellent written communication skills.
- Excellent oral communication skills.
- Ability to model student leadership.

**REQUIRED QUALIFICATIONS**

- Must have a Federal Work-Study award
- Student job applicants and student employees must be in good academic standing
- Student must be proficient on Windows based PC’s and skilled in Microsoft Office.
- Good customer services skills with excellent oral and written communication skills.
- Excellent organizational, time management and multi-tasking skills.
- Accuracy and attention to details.
- Willingness to learn new skills to accomplish tasks.
• Ability to work as a member of a team in a fast-paced environment.
• Must know how to utilize campus resources for programming and student guidance
• **Strong** Knowledge of Diversity, Equity, Inclusion, Anti-Racism, Anti-Oppression and Social Justice