

**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 ☒

UMB Department School of Social Work, Dean's Office

(Full Name of Department)

Off-Campus Agency _____

(Full Name of Agency- For Off-Campus Positions Only)

Address 525 W Redwood St, Baltimore, MD 21201

Telephone 410 706 7794

Fax No. _____

Work Study Supervisor's Full Name Euegna Ferguson

Work Study Supervisor's Title Assistant Manager

E-mail Address eugena.ferguson@ssw.umaryland.edu

Alternate Supervisor's Full Name Fulvio Cativo

Alternate Supervisor's Title Associate Dean of External Relations

E-mail Address postmus@ssw.umaryland.edu

Job Title SSW Dean's Office Administrative Work Study

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**

Position Overview

The Dean's Office is seeking a motivated, detail-oriented student to support administrative operations and assist various Associate Dean departments. This role offers a unique opportunity to gain hands-on experience in academic administration, communications, and research support. Ideal for students interested in higher education, communications, or research, the position blends routine office tasks with creative and editorial projects.

Key Responsibilities

Administrative Support

- Assist with filing, scanning, and organizing departmental documents
- Manage scheduling requests and help coordinate meetings
- Support data entry and maintain internal tracking systems

Research & Communications

- Contribute 2–3 hours/week to developing research stories for the Communications team
- Help update and maintain proposal support materials in the Research Hub
- Assist with editing research proposals and academic papers (if qualified)

Creative Projects

- Design fliers, presentations, and visuals for reports and web content
- Help prepare materials for events and internal communications
- Collaborate with staff on layout and formatting of documents

Preferred Qualifications

- Strong organizational and time management skills
- Excellent written communication and editing abilities
- Familiarity with Microsoft Office, Canva, or Adobe Creative Suite
- Interest in academic research, communications, or design