

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 X

UMB Department _____
(Full Name of Department)

Off-Campus Agency The Universities at Shady Grove
(Full Name of Agency- For Off-Campus Positions Only)

Address 9630 Gudelsky Drive, Rockville MD 20850

Telephone 301-738-6369 Fax No. 301-738-6050

Work Study Supervisor's Full Name Melissa Marquez

Work Study Supervisor's Title Coordinator

E-mail Address MMarquez@Umd.edu

Alternate Supervisor's Full Name Michael Keeney

Alternate Supervisor's Title Chief Financial Officer/Chief Operating Officer

E-mail Address Keeney@umd.edu

Job Title Student Event Coordinator

Job Function: ___ Technical ___ Administrative ___ Research Lab ___ Research Clinical ___ Tutor X 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

USG Events

USG Events: We serve as a bridge to connecting external clients with our stakeholders: USM partners, internal departments, and the community. Through these events, we facilitate a connection that fosters collaboration, leadership, and real-world participation in shared activities.

We are now hiring students to become part of our team providing frontline support. All applicants must be or will be enrolled in classes at the USG campus. Successful candidates will have strong customer service and communication skills and basic campus resources knowledge. Duties include providing direct support to staff, students, and visitors (on-site, via phone, and email). Processing, tracking, and reporting data.

If you are interested in such a great opportunity, please email your resume with a description of your strengths and experience to [Melissa Marquez mmarquez@umd.edu](mailto:mmarquez@umd.edu). If you need further information or have any questions, please call 301-738-6369. Candidates with great work ethics, passion to be a leader and dependable are encouraged to apply. No prior experience necessary.

Job Title: Student Event Coordinator

Duties and Responsibilities

- Greet and welcome guest to our campus. Directing guests to their conference location.
- Assist in administrative duties: Answer phone, print, distribute event material, place directional signage.
- Assist in oversight of conference vendors: Ensuring catering setups, tables and chairs are set up according to floor plans and directing any outside vendors to their location and ensuring their setup.
- Assist with audio visual: Assist in logging in computers, providing laptops, troubleshooting minor a/v issued in the breakout rooms such as placing image on screens, adjust volume or helping clients connect to our system.
- Use Social Tables, software for building floor plans.
- Coordinate with security to ensure safety and well-being of conference participants.
- Work collaboratively with other internal departments to ensure a successful event.
- Assist with special projects and other duties as assigned including brainstorming new options to work more efficiently.
- Send out email correspondence to clients.

Requirements

- Must be registered at USG
- Must be in good academic standing
- Must be able to work on site

Competencies and Skills

- Strong customer service skills
- Excellent communication skills
- Familiar with Microsoft Office suite and Gmail

Working Conditions

- Available to work at least 10 hours/week
- Available to work onsite. Flexible hours and may include evening and Saturdays

Contact

- Melissa Marquez mmarquez@Umd.edu