

UNIVERSITY OF MARYLAND  
SUMMER 2024/FALL 2024/SPRING 2025  
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 UM School of Dentistry Office of Student Affairs  
(Full Name of Department)

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

Address 650 W. Baltimore St., Baltimore 21201

Telephone 6-5627 Fax No. N/A

Work Study Supervisor's Full Name Kelly Powers

Work Study Supervisor's Title Office Manager

E-mail Address kpowers1@umaryland.edu

Alternate Supervisor's Full Name Kate Noonan

Alternate Supervisor's Title Assist Dean Student Affairs

E-mail Address knoonan@umaryland.edu

Job Title Yearbook Editor

Job Function: \_\_\_ Technical X 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](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**

## **THE UM SOD YEARBOOK FEDERAL WORKSTUDY JOB DESCRIPTIONS**

### **Managing Editor/Editor-in-Chief:**

- Oversees theme development and the overall contents and design of the yearbook
- Manages staff assignments, deadlines, and structure of the yearbook
- Troubleshoots and helps solve production problems
- Responsible for final quality checks on all layouts of the yearbook
- Performs first draft and final quality check on all completed student work
- Reviews all staff pages after each deadline
- Strives to delegate responsibility, when appropriate
- Leads efforts to ensure all deadlines are met and staff members work diligently toward work completion
- Keeps detailed records of pages due, proofs received, proofs returned, etc.
- Maintains an electronic copy of each page and creates a “mock yearbook”
- Ensures all the proof corrections are made by yearbook editors and the yearbook is free from spelling and grammatical errors and formatting is consistent across all pages of the yearbook and student, faculty, and staff names are correctly spelled, and all information provided is accurate
- Works with Legacy Studios and D4 and Sr. DHY class leadership to schedule yearbook photos for DDS & DH graduating classes
- Shoots photos of student organizations, new and current faculty, and staff
- Schedule or obtain photos of new and current faculty and staff for leadership pages
- Regularly communicates with Yearbook Advisor (OSA Office Manager) to schedule meetings, provide status updates, disseminate information to the SOD community, gather information, etc.
- Conducts interviews and makes hiring recommendations to Yearbook Advisor
- Communicates all challenges, including staff issues, with Yearbook Advisor
- Is responsible for checkout and maintenance of all school-owned photo equipment

### **Design/Copy Editor (Representative for each class year)**

- Responsible for all aspects of the graphic design of the assigned yearbook pages, including layout concepts and completion of yearbook pages associated with assigned class year
- Regularly communicates with yearbook team and supervisor
- Schedules shoots and takes photos of student events, student organizations, new and current faculty, and staff based on assigned yearbook pages
- Strives for fresh, original designs that enhance and reflect the overall theme and design concept of the yearbook
- Manages & uploads all files to the yearbook google drive and backups all work
- Ensure yearbook pages are free from spelling and grammatical errors and formatting is consistent, student, faculty, and staff names are correctly spelled, and titles and all information provided is accurate
- Meets all deadlines and fully completes all assignments
- Reviews feedback from end year meeting and generates a list of improvements and implements those changes for the current yearbook
- Is responsible for checkout and maintenance of all school-owned photo equipment