

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 <input checked="" type="checkbox"/> No <input type="checkbox"/>
UMB Department	Chacon Center for Immigrant Justice, School of Law (Full Name of Department)
Off-Campus Agency	n/a (Full Name of Agency- For Off-Campus Positions Only)
Address	500 W. Baltimore Street, Baltimore, MD 21201
Telephone	410-706-3922
Fax No.	
Work Study Supervisor's Full Name	Maureen Sweeney <i>Maureen A. Sweeney</i>
Work Study Supervisor's Title	Faculty Director, Chacon Center; Law School Professor
E-mail Address	msweeney@law.umaryland.edu
Alternate Supervisor's Full Name	Cristina Meneses
Alternate Supervisor's Title	Senior Managing Director, Clinical Law Program
E-mail Address	cmmeneses@law.umaryland.edu
Job Title	Program Assistant
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 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

Phone: 410-706-7347

**Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221;
Baltimore, MD 21201**

Position Title: Program Assistant

Department: Chacón Center for Immigrant Justice

Position Description:

The Chacón Center for Immigrant Justice is hiring a student to assist Center staff with program administration, specifically with planning and logistical arrangements for Center events and social media content.

Applicants must have work-study funding and are required to be available on campus to fulfill position responsibilities.

Specific responsibilities include:

- Assisting staff with planning events for students, the law school community and the public;
- Assisting staff with planning and logistics for fundraising and travel for the alternative spring break trip the Center cosponsors with the Immigration Law and Policy Association (ILPA);
- Preparing social media content for posting, in collaboration with Center staff;
- Other duties as may arise.

Requirements:

- Work-study funding.