

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

UMB Department Maryland Carey Law- Office of Student Services
(Full Name of Department)

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

Address 500 W. Baltimore Street, Suite 280 Baltimore, MD 21201

Telephone 410-706-2045 Fax No. _____

Work Study Supervisor's Full Name Amanda Barnes

Work Study Supervisor's Title Office Manager, Student Services

E-mail Address amanda.barnes@law.umaryland.edu

Alternate Supervisor's Full Name Erica Smith

Alternate Supervisor's Title Associate Dean for Student Services

E-mail Address e.smith@law.umaryland.edu

Job Title Student Events Assistant

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*

Office of Student Services- Student Event Assistant

Job Description:

The Office of Student Affairs at Maryland Carey Law is seeking a dedicated student to assist with various tasks related to events. The Student Affairs Events Assistant will support the Office of Student Services in ensuring the successful execution of events.

Key Responsibilities:

- Assist with event setup and breakdown, including arranging event spaces and managing logistical needs.
- Facilitate the check-in process for event attendees, ensuring a smooth and efficient registration experience.
- Aid in setup of snack tables.
- Perform other duties as assigned to support the overall event operations.

Qualifications:

- Strong organizational and multitasking skills with attention to detail.
- Effective communication skills and the ability to interact professionally with event attendees and staff.
- Flexibility to adapt to various tasks and responsibilities as needed.

This position is ideal for a proactive individual with a strong commitment to contributing to the success of student events and providing excellent support to event staff and attendees. If interested, please email

Amanda.Barnes@law.umaryland.edu.