

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 <input checked="" type="checkbox"/>
UMB Department	Office of Equity, Diversity, & Inclusion (Full Name of Department)
Off-Campus Agency	n/a (Full Name of Agency- For Off-Campus Positions Only)
Address	220 Arch Street 14th fl Baltimore, MD 21201
Telephone	410 706 7823
Fax No.	410 706 0500
Work Study Supervisor's Full Name	Reetta Gaach
Work Study Supervisor's Title	Acting Program Director
E-mail Address	reetta.gach@umaryland.edu
Alternate Supervisor's Full Name	Katie Hughes
Alternate Supervisor's Title	Executive Assistant to Vice President
E-mail Address	katie.hughes@umaryland.edu
Job Title	Equity and Justice 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 checked="" 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**

Equity & Justice Program Assistant

The Office of Equity, Diversity, and Inclusion (OEDI) is currently seeking a competent, independent, and creative student to serve as an Equity and Justice Program Assistant. OEDI oversees and advances UMB's strategies for institutional equity, diversity, and inclusion and promotes sustainable organizational change and accountability. The Office provides direction, builds capacity, develops partnerships and collaborations to facilitate shared responsibility for creating an equitable, diverse, and inclusive University and works to foster excellence and equity across all dimensions of the academic mission and culture of UMB.

Under the direction of the Program Director of Equity, Diversity, and Inclusion, the selected individual will support the implementation of UMB Strategic Plan (2022-2026) related to Theme 3: University Culture, Engagement, and Belonging, as well as initiatives related to the UMB Core Values of equity and justice. As part of this function, the Program Assistant will participate in data analysis, preliminary research activities, communications, and clerical support. Training in Results-Based Accountability, equity impact analysis, and website maintenance will be provided. Additional training may be provided based on the interests of the student and the operational needs of the office.

Essential Functions:

- Research, review, and recommend evidence-based and promising practices to advance equity, diversity, and inclusion at UMB
- Collect, compile, analyze, visualize, synthesize, and report data related to equity, diversity, and inclusion
- Analyze internal and external policies and data sets to identify strengths, weaknesses, opportunities, and threats to equity, diversity, and inclusion at UMB
- Conduct or assist with program data collection and performance measurement
- Support OEDI communications, including updating OEDI webpage, maintaining UMB social media presence, and submitting content to campus marketing channels (Elm, Campus Life Weekly, etc.)
- Provide event planning support
- Provide clerical support to office staff
- Performs other related duties and special projects as assigned.

Minimum Qualifications: Proficiency in speaking, reading, and writing the English language and enrollment in the Federal Work Study program are required.

Experience: No experience required.

Preferred:

- All academic backgrounds are welcome. Interest in policy analysis, policy development, quantitative analysis, community organizing, change management, anti-racist and anti-oppressive practices, public health, social justice, and or organizational development is preferred.

Schedule:

- Hours available 8 a.m. to 5 p.m. Monday through Friday
- Schedule is flexible and based on the preferences and academic needs of the student and the operational needs of the office.

Knowledge, Skills, and Abilities:

- Possesses a knowledge of position requirements and ability to complete and administer complex tasks and projects in compliance with all requirements/regulations/laws. Ability to maintain high standards with the work being performed and maintain awareness with trends and influences. Assumes personal responsibility for all outcomes; makes effective and timely decisions; and learns how to effectively use technology. Maintains productivity and uses knowledge strategies to increase knowledge base. Ability to prioritize, plan, track data, and manage information.
- Ability to effectively communicate both verbal and written thoughts, ideas, and facts. Writes and presents information in a clear and concise way. Interprets and understands written information and is able to listen attentively to verbal and non-verbal cues that lead to a deeper understanding.
- Ability to work cooperatively with others and demonstrates professional, ethical, respectful, and courteous behavior when interacting with others. Capable of interacting pleasantly and positively with people of all backgrounds and beliefs.