

**TO:** UMB HR Partners, UMB Affirmative Action Coordinators and SOM HR Forum

**FROM:** Dr. Roger J. Ward, JD, MPA  
Senior Vice President, Operations and Institutional Effectiveness  
Vice Dean, Graduate School

**DATE:** March 27, 2018

**RE:** 2018 YOUTH WORKS SUMMER EMPLOYMENT PROGRAM

We are pleased to announce the University's 28<sup>th</sup> year of participation in the Mayor's Office of Employment Development (MOED), Youth Works/HIRE One Summer Employment Program.

The University is committed to this program and strives to provide the best student employees to meet your summer staffing needs. While these students help to meet staffing needs, the placement also provides an invaluable work experience which prepares the students for future employment. Qualified students from the ages 16-21, from Baltimore City high schools and colleges are recruited to work as student employees in UMB offices during the summer. These students will have completed a week-long Job Readiness Training program provided by MOED prior to being placed on campus.

We request your participation in this program by providing job placement for one or more students. MOED and UMB have set aside funding to offset the full cost of hiring the students. Your participation will require that you provide the following:

- A full time job opportunity that benefits both your department and the student. The opportunity should be interesting and contribute to the student's learning experience.
- A salary of \$10.10 an hour. Twenty-five percent (25%) of the hourly rate will be charged through the OAC/HRS funding profile. This 25% off-set seeks to encourage campus participation and subsidizes the students' time away from the job for program related activities.
- A work schedule of a 7.5 hour work day, for a total of 37.5 hours a week. The work day must include two 15-minute breaks and at least 30 minutes for lunch.

- A commitment to employ the student for the duration of the Program; which begins on Monday, June 25, 2018 and ends Friday, July 27, 2018. A student may work longer within the departments. However, the departments must incur the entire cost of the additional work assignment, before and/or after the official program dates.
- A commitment to support the student's participation in scheduled program activities, e.g. mentoring, job shadowing, and other training held throughout the five-week program.

To participate, please complete the Job Order form located on our webpage

<http://www.umaryland.edu/oac/areas-of-responsibility/youth-works/>.

Upon our receipt of the form, OAC, EEO/AA will screen and select a candidate as an appropriate match for your position. Departments may request the return of a student who previously worked in their department from the prior year. The completed Job Order Form must be returned to Camille Givens-Patterson at [Camille.GPatterson@umaryland.edu](mailto:Camille.GPatterson@umaryland.edu) or Kim Mathis at [KMathis@umaryland.edu](mailto:KMathis@umaryland.edu) by **Thursday, April 26, 2018**.

Camille Givens-Patterson and Kim Mathis will begin the interview process for the students the third week in April. If you wish to participate in the interview process, please contact Camille Givens-Patterson or Kim Mathis.

If you have any questions or require additional information, contact Camille Givens-Patterson at (410) 706-3955 ([Camille.GPatterson@umaryland.edu](mailto:Camille.GPatterson@umaryland.edu)) or Kim Mathis at (410) 706-3238 ([KMathis@umaryland.edu](mailto:KMathis@umaryland.edu).)

We at UMB would like to expose the students to the reality of work, and open them up to the world of higher education. Your participation and willingness to provide employment opportunities for these talented students is much appreciated. Thank you in advance for your continued support.

cc: James Reynolds, OAA  
Matt Lasecki, HRS  
Janice Flair, HRS