

UNIVERSITY OF MARYLAND
SUMMER 2023/FALL 2023/SPRING 2024
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 Graduate School
(Full Name of Department)

Off-Campus Agency N/A
(Full Name of Agency- For Off-Campus Positions Only)

Address 620 W Lexington St., First Floor Baltimore, MD 21201

Telephone (410)706-4412 Fax No. _____

Work Study Supervisor's Full Name Jennifer Owens

Work Study Supervisor's Title Associate Dean of Academic Affairs

E-mail Address jowens@umaryland.edu

Alternate Supervisor's Full Name Gabrielle Ricks

Alternate Supervisor's Title Project Specialist

E-mail Address gricks@umaryland.edu

Job Title Student Research Assistant, Health Equity and Access

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

Phone: 410-706-7347

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

Position Title: Student Research Assistant, Health Equity and Access

Job Summary: The Graduate School Research Assistant will support the work of Associate Dean of Academic Affairs, Dr. Jenny Owens, by conducting literature reviews, collecting and analyzing data, and assisting with the preparation of research reports and publications on the topic of health equity and access. This is a part-time 10-20 hour a week position available for students participating in the work study program at UMB. Students from all schools are encouraged to apply, and many skills can be taught on the job. Seeking someone passionate about health equity, rural health, and/or patient advocacy around social needs.

Key Responsibilities:

- Conduct literature reviews on assigned topics and summarize findings for the research team.
- Collect and analyze data using appropriate quantitative or qualitative methods (can train if this is a new skill)
- Assist with the preparation of research reports and publications, including drafting sections of the report or manuscript, creating figures or tables, and formatting the document.
- Organize and maintain research files and data, ensuring accuracy and completeness.
- Participate in team meetings and contribute to the development of research questions and study designs.
- Communicate with study participants or collaborators to schedule appointments or collect data.
- Perform other duties as assigned by the research team lead.

Qualifications:

- Eligible for work-study
- Currently enrolled as a graduate student at the university.
- Familiarity with quantitative and/or qualitative research methods and statistical software (e.g. SPSS, SAS, NVivo).
- Strong organizational and time management skills, with the ability to manage multiple tasks simultaneously.
- Excellent written and verbal communication skills, with the ability to effectively present data and findings.