

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	<input checked="" type="checkbox"/>
UMB Department	HUMAN Resource Services (Full Name of Department)		
Off-Campus Agency	NA (Full Name of Agency- For Off-Campus Positions Only)		
Address	620 W. Lexington St, 3 <sup>rd</sup> Floor		
Telephone	410. 706. 3100	Fax No.	410. 706. 0169
Work Study Supervisor's Full Name	ZANDRA RAWLINSON		
Work Study Supervisor's Title	Director, Organization and Employee Development		
E-mail Address	Zandra.rawlinson@umaryland.edu		
Alternate Supervisor's Full Name	Elisa Medina		
Alternate Supervisor's Title	Career Development Services MANAGER		
E-mail Address	Elisa.Medina@umaryland.edu		
Job Title	Data Analyst Assistant		
Job Function:	<input checked="" 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](mailto:FWS@umaryland.edu)

Phone: 410-706-7347

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

## **Data Analyst Assistant** (Federal Work-Study Student Employee)

The University of Maryland, Baltimore (UMB), Department of Human Resources is looking for **Data Assistant** who can collect, compile, edit and analyze data according to standardized methods and procedures and present results for final interpretation by others. The Data Assistant will report to the Director of Organization and Employment Development (OED) Director.

### **Primary Duties:**

- Perform data analysis as directed.
- Lead the efforts of compiling, analyzing, and providing a summary report of survey results.
- Generate standard and custom reports using the features of Qualtrics.
- Assist in the preparation of reports by presenting statistical information in formats such as tables, charts, or graphs.

### **Qualifications**

**Education:** Bachelor's degree.

**Experience:** One-year related experience

### **Knowledge, Skills, and Abilities:**

- Working knowledge of Qualtrics.
- Excellent written and oral communication skills.
- Effective analytical skills and ability to identify and present data-driven insights and trends. Ability to research, analyze, design, develop, or customize based upon varying inputs.
- Effective strategic-thinking skills with a demonstrated ability to excel both independently and collaboratively with team members.
- Skill in the use of computers and a variety of software applications such as databases, graphics, spreadsheets, and statistical packages for data management and analysis purposes.
- Ability to present statistical data in appropriate formats.

**Hybrid Position:** May work less than 49% of the job remotely.

**Hours:** Up to 20 hours per week (hours are flexible but would primarily be between the hours of 8 am – 4 pm, Monday-Friday).

To be considered for this position, **please submit a resume** via email to Dr. Zandra D. Rawlinson, Director of Organization and Employee Development.