

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

UMB Department UMB CURE Scholars Program
(Full Name of Department)

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

Address 620 West Lexington St, 2nd Floor

Telephone 410-706-6498 Fax No. _____

Work Study Supervisor's Full Name Ali Hake

Work Study Supervisor's Title Operations Manager

E-mail Address ahake@som.umaryland.edu

Alternate Supervisor's Full Name Yolanda Langhorne

Alternate Supervisor's Title Executive Director

E-mail Address ylanghorne@som.umaryland.edu

Job Title Data Management Specialist

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

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UMB CURE Scholars Program

Position: UMB CURE Scholars Data Management Specialist

Schedule: Flexible, office hours are Monday through Friday, 8:30am-4:30pm

Primary Job Function: Assists Operations Manager with managing CURE database, including inputting data, updating data, and ensuring the validity and accuracy of data. Performs general administrative tasks, as well as provides support to staff as needed. Candidates should be comfortable learning and using web-based data management tools.

To find out more about our program, please visit umaryland.edu/cure-scholars.