UNIVERSITY OF MARYLAND
2020-2021 – Amended Hiring Request during COVID19
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST
(Supervisor’s On-line Orientation must be completed) http://www.umaryland.edu/workstudy

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

Mandatory: Attach a job description for this FWS position on the next page (please ensure only telework capable duties are included).

Could this work-site be considered as Community Service? Yes____ No X___

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

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

Address _________________________________________________________________

Telephone 410-706-4268 Fax No. ____________________________

Work Study Supervisor’s Full Name: Stephanie Alphee

Work Study Supervisor’s Title: Program Specialist

E-mail Address: salphee@som.umaryland.edu

Alternate Supervisor’s Full Name: Jennifer Strum

Alternate Supervisor’s Title: Administrative Assistant

E-mail Address: jennifer.strum@umaryland.edu

Job Title: Data Management Support


Telework Duties Only: Please attach a separate job description (see below)

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 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
Detailed Job Description of Telework Capable Position:

UMB CURE Scholars Program
Data Management Federal Work-Study Job Description
[Due to current Covid-19 restrictions, this position will be performed via telework]

The UMB CURE Scholars Program is a groundbreaking year-round pipeline program that identifies sixth-graders with an interest in science from three West Baltimore middle schools and supports these scholars throughout middle school, high school, and beyond. The UMB CURE Scholars Program is designed to support under-represented minority students by exposing them to STEM (science, technology, engineering, and math) careers, exciting experiments, and inspiring mentors. With a 5:1 mentor-to-scholar ratio, scholars participate in after-school hands-on experiments; Saturday tutoring and life skill development workshops; and a comprehensive summer academic enrichment component. Through rich scientific opportunities, scholars gain presentation experience, academic growth, self-confidence, and the motivation necessary to succeed. The ultimate goal is to increase the pool of under-represented minorities pursuing careers in STEM, health care, and cancer research.

The Data Management Federal Work-Study student would assist in administrative duties centering around collecting scholar data and entering it into the Apricot database. Candidates should be comfortable learning and using web-based data management tools.

Additional duties for this role include:
• Tracking participation of scholars during weekly virtual programming.
• Generating reports on scholar data including attendance and grades.
• Creating forms for collecting scholar feedback.
• Assist with tracking metrics for grants and the institutional review board.
• Communication with CURE Scholars and families via email or phone messages.
• Attending weekly online meetings