

**UNIVERSITY OF MARYLAND
SUMMER 2025/FALL 2025/SPRING 2026
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 Office of the Provost _____
(Full Name of Department)

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

Address 220 Arch Street, 14th Floor, Baltimore, MD 21201 _____

Telephone 410-706-4412 _____ Fax No. _____

Work Study Supervisor's Full Name Jenny Owens _____

Work Study Supervisor's Title Vice Provost, Academic Affairs _____

E-mail Address jowens@umaryland.edu _____

Alternate Supervisor's Full Name Meghan Bruce Bojo _____

Alternate Supervisor's Title Executive Director, Academic Administration _____

E-mail Address mbojo@umaryland.edu _____

Job Title Student Research Assistant, Health Systems and Access _____

Job Function: ____ Technical ____ Administrative X 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 Systems and Access

Job Summary: The Student Research Assistant will support the work of Vice Provost 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 systems 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 like housing. A summary of the focus of the lab can be found here:

<https://www.umaryland.edu/provost/healthcarehousinglab/about-us/>

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 student at the university
- Familiarity with quantitative and/or qualitative research methods and statistical software preferred, but not required (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

Federal Work-Study Supervisor Acknowledgment Checklist

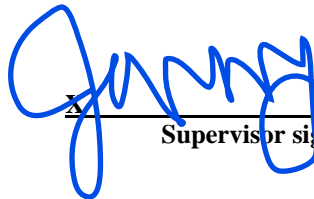
Supervisors must review, sign, and submit this Acknowledgement Checklist to our office prior to receiving approval for their submitted FWS position. Supervisors are encouraged to save this checklist to their desktop for quick reference.

- ☒ I acknowledge I have reviewed the FWS Supervisor Orientation for FWS policies.
- ☒ I acknowledge I will not allow students to start working prior to my job being approved.
- ☒ I acknowledge I will not allow students to begin working for my approved position prior to receiving a confirmed start date email from the Office of Student Employment confirming start date and rate of pay.
- ☒ I acknowledge I will not send student forms to the Office of Student Employment a student's behalf.
- ☒ I acknowledge I will not schedule the student to work more than 10 hours a day and no more than 20 hours per week total.
- ☒ I acknowledge I will not schedule or allow students to work when the university is closed due to observed holidays, or days the institution is closed due to inclement weather, under COVID unless following university guidance.
- ☒ I acknowledge I will review student submitted timesheets for accuracy on time each pay cycle.
- ☒ I acknowledge I will approve timesheets on time each pay cycle.
- ☒ I have confirmed with my alternate supervisor that they understand the role and responsibilities of being a FWS Supervisor as detailed in our signed FWS Orientation for Supervisors.
- ☒ I understand that the Office of Student Employment does not assign students to my position.
- ☒ I understand that once my position is approved and posted to the [approved job website](#), interested students will reach out to my office using the information provided on my approved and published Supervisor Request Form.

I, the supervisor, acknowledge I have read the above and that our office will adhere to the FWS policies put in place for FWS Student Employment.

☒ Jenny Owens

Print Supervisor Name



Supervisor signature

For use of the Office of Student Employment:

The Office of Student Employment acknowledges receipt of all submitted paperwork and summary of hiring supervisor responsibilities.

☒

Print Name

☒

signature



UNIVERSITY of MARYLAND

2025- 2026 FWS Confirmation Form

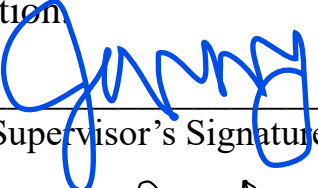
____ Office of the Provost _____
**Print Name of the Organization which reviews the Federal Work-Study
Presentation**

____ Jenny Owens _____ Meghan Bruce Bojo ____
Print Supervisor's Name Print Alternate Supervisor's Name

The federal government requires that all Federal Work-Study participants review the Federal Work-Study Policies and Procedures before actively participating in the Federal Work-Study Program.

I acknowledge that I have read all the information contained in the Federal Work-Study Program Policies and Procedures and understand the meaning and intent. I also certify that personal information is accurate and that I am the individual listed above.

I acknowledge that I will also be completing a Federal Work-Study Supervisor Acknowledgment Checklist that I must review, sign, and submit to the Office of Student Employment before I receive an approval for my submitted position.



Supervisor's Signature 6/10/25
Date



Alternate Supervisor's Signature 6/10/25
Date