

UNIVERSITY OF MARYLAND
SUMMER 2023/FALL 2023/SPRING 2024
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

Please attach a job description for this FWS position.

Could this work-site be considered as Community Service? Yes _____ No X _____

UMB Department Comprehensive Dentistry-Division of Cariology & Operative Dentistry (UMB-SOD)
(Full Name of Department)

Off-Campus Agency _____
(Full Name of Agency)

Address 650 West Baltimore st, Baltimore MD 21201

Telephone (410)706-8705 Fax No. _____

Work Study Supervisor's Full Name Mary Anne Melo

Work Study Supervisor's Title Clinical Professor

E-mail Address mmelo@umaryland.edu

Alternate Supervisor's Full Name Isadora Garcia

Alternate Supervisor's Title Assistant Professor

E-mail Address igarcia1@umaryland.edu

Job Title Research Assistant

Job Function: _____ Technical _____ X Administrative _____ Research Lab _____ Research Clinical _____ Tutor _____ Program Admin.

Duties Conduct literature reviews, prepare materials for manuscript submission to publication according to journals style, prepare, Edit, and revise articles, reports, and presentations. Assist with any administrative duties related to research projects.

Provides support for special projects and assignments: researches, analyzes and summarizes information and source materials for reports.

Research projects have various requirements for background information and project details, so administrative research assistants must have English/research writing skills.

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:

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

Phone: 410-706-7347

E-Mail: fws@umaryland.edu

URL: www.umaryland.edu/workstudy

Job Description – Research Assistant

Student research assistants may be assigned to one or more research tasks. These tasks may be related to a particular faculty research project, the editing of papers for submission, or other activities that are associated with further the acquisition, analysis, or dissemination of knowledge.

The following list is representative of the duties and responsibilities of a Research Assistant:

- Assists with the editing and preparation of manuscripts.
- Meets regularly with the supervisor to discuss research assignments.
- Prepares literature reviews.
- Gathers and prepare data.
- Prepares materials for HSRB (Human Research Subjects Board) review.
- Prepares other articles, reports, and presentations.
- Performs routine clerical duties as instructed, if essential to the research activities of the supervisor or project to which the research assistant is assigned.