### UNIVERSITY OF MARYLAND

**2021-2022 – Amended Hiring Request (during COVID19 + transition)**

**FEDERAL WORK-STUDY SUPERVISOR’S STUDENT REQUEST**

(Supervisor’s On-line Orientation must be completed) [http://www.umaryland.edu/workstudy](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 (please specify any telework capable duties if applicable).**

<table>
<thead>
<tr>
<th>Could this work-site be considered as Community Service?</th>
<th>Yes</th>
<th>No</th>
<th>X</th>
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</thead>
</table>

**UMB Department**
Department of Neurology, Stroke Division  
(Full Name of Department)

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

**Address**
655 W. Baltimore St, 12th floor, Bressler Building, Baltimore, MD 21201

**Telephone**
410-706-0414  
Fax No.

**Work Study Supervisor’s Full Name**
Steven Kittner

**Work Study Supervisor’s Title**
Professor

**E-mail Address**
Skittner@som.umaryland.edu

**Alternate Supervisor’s Full Name**
Natalie Fecteau

**Alternate Supervisor’s Title**
Research Coordinator

**E-mail**

**Address**
nfecteau@som.umaryland.edu

**Job Title**
Medical Research Assistant

Please attach a separate job description (see below)

**For 2021-2022, as we transition back to campus, the use of COVID job functions will still be applicable.**


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.

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**Return completed form to:**

**E-Mail:** fws@umaryland.edu

**Phone:** 410-706-7347

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Updated July 2021
**TITLE:** Medical Research Assistant - Clinical

**JOB SUMMARY:**

The University of Maryland, Baltimore School of Medicine is seeking a Research Assistant to work in the Department of Neurology. The Department of Neurology provides evaluation, treatment, and care for patients suffering from a wide range of neurological disorders including stroke, epilepsy, multiple sclerosis, Parkinson’s disease, amyotrophic lateral sclerosis (ALS), and migraine. We provide care through our inpatient and consultative services, our designated Comprehensive Stroke Center, our Level 4 Epilepsy Center, our 22-bed Neuro-Critical Care Unit, and our busy outpatient practice. The Department also provides state-of-the-art rehabilitation services. A number of departmental faculty received grant funding from the National Institutes of Health and the Veteran’s Administration to study the role of genetics in stroke, epilepsy, and Parkinson’s disease, new brain imaging modalities in multiple sclerosis, biomarkers in multiple sclerosis, and neurodevelopmental disorders such as autism and intellectual disability. Many faculty are lead investigators in clinical trials to identify new therapeutic approaches for a broad range of neurological disorders.

This position is responsible for performing research of a clinical nature.

**ESSENTIAL FUNCTIONS:**

Perform data collection by conducting research interviews. Recruit and screen subjects for research studies. Collect baseline and follow-up data from subjects including verification of eligibility; obtaining consent and enrollment; assuring accurate demographic information for follow-up. Check validity and accuracy of data ensuring compliance with quality control requirements and clinical relevance.

Assist with analysis of genetic data.

Establish and maintain database files and reports on progress of programs, studies, and/or projects. May perform data analysis and interpretation.

May perform administrative duties such as: providing training and guidance to interviewers; assisting in developing and submitting grants, papers, abstracts, manuscripts and presenting studies; developing protocol manuals and data collection instruments; participating in field visits, responding to requests and questions from individuals, institutions, government agencies, and funding agencies; and participating in the design of research studies.

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree in epidemiology, sociology, psychology, nursing or field of study related to the research of the clinic.
Consideration may be given for a unique combination of education and experience.*

May require training related to occupational safety and health, environmental compliance, shipping of hazardous materials and/or ionizing radiation.

**Bachelor’s degree in an unrelated field with at least 18 credits in a field related to the research of the clinic or laboratory, as appropriate, or Bachelor’s degree in unrelated field with at least one year of experience in a field directly related to the research of the clinic or laboratory, as appropriate. Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to understand and utilize scientific/medical terminology and research theory in both oral and written communications.

Skill in various interviewing techniques.

Ability to use measurable and verifiable information for making decisions or judgements.

Skill in statistical interpretation and data analysis using statistical software as well as spreadsheet and database software applications.

Excellent organizational and project management skills.

Ability to maintain confidentiality of subjects and information obtained.

Ability to network with, and provide information to key groups and individuals.

Ability to work as part of a team.

Ability to use a consultative approach to resolve issues in area of responsibility.

**INTERMEDIATE:**

Ability to independently perform or lead research activities.

Develops policies, procedures, and introduces changes as necessary.

Skill in programming statistical and data analysis systems.

Provides guidance and training to laboratory personnel and students.

Ability to participate in the design of research studies and preparation of technical procedures and reports.