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

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>
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<tr>
<th>Question</th>
<th>Response</th>
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<tr>
<td>Could this work-site be considered as Community Service?</td>
<td>No</td>
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**UMB Department**
Department of Pathology

**Off-Campus Agency**

**Address**
655 W. Baltimore St., Rm. 7-42, Baltimore, MD 21201

**Telephone**
410-706-2810

**Fax No.**
410-706-6105

**Work Study Supervisor’s Full Name**
Erin Strovel, Ph.D.

**Work Study Supervisor’s Title**
Director, Biochemical Genetics Lab.

**Alternate Supervisor’s Full Name**
Miriam Blitzer, Ph.D.

**Alternate Supervisor’s Title**
Professor of Pediatrics

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

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

**Job Title**
Laboratory Assistant/Aide

**Job Function:**
COVID Technical
COVID Research Lab/Clinical
COVID Tutor
COVID Program Admin.

**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.

Return completed form to:

E-Mail: fws@umaryland.edu

Phone: 410-706-7347

Updated July 2021
Duties include the following: (8-10 hours/week) Perform general lab maintenance including: cleaning tools, apparatus, glassware, etc. Assist with Tay Sachs Quality Control Testing Project. Filing and other administrative duties as needed.

*This position is fully on campus and not eligible for telework.*