**UNIVERSITY OF MARYLAND**

**SUMMER 2021 – Amended Hiring Request during COVID19**

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

(Updated March 2021)

**Website:** [http://www.umaryland.edu/workstudy](http://www.umaryland.edu/workstudy)

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**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 ensure only telework capable duties are included).

<table>
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<tr>
<th>Could this work-site be considered as Community Service?</th>
<th>Yes</th>
<th>No X</th>
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**UMB Department:** School of Medicine, Department of Physical Therapy and Rehabilitation Science (PTRS)

(Full Name of Department)

**Off-Campus Agency:** N/A

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

**Address:** 100 Penn Street, Suite 115, Baltimore Maryland 21201

**Telephone:** (o) 410-706-4312; (c) 410-499-5774

**Fax No:** 410-706-6387

**Work Study Supervisor’s Full Name:** Vincent M. Conroy, PT, DScPT

**Work Study Supervisor’s Title:** Assistant Professor

**E-mail Address:** Vconroy@som.umaryland.edu

**Alternate Supervisor’s Full Name:** Nicole Willhide

**Alternate Supervisor’s Title:** PTRS Director of Student Services

**E-mail Address:** NWillhide@som.umaryland.edu

**Job Title:** Teaching assistant

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

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

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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:

Student Teaching Assistant (TAs) will provide assistance to first year Physical Therapy (PT) students during BS I e-laboratory sessions. This will include providing assistance with e-dissection while PT students are utilizing virtual anatomy software application in Blackboard Collaborate Ultra or Microsoft Teams, provide virtual review sessions, and assist with e-tutoring sessions as indicated. All work functions and responsibilities will be carried out in a virtual/telework environment. In the event current COVID-19 social distancing restrictions are retracted or relaxed, TA’s may assist with in-person Surface Anatomy laboratory sessions adhering to approved protocols established by UMB, UMSOM and PTRS.