UNIVERSITY OF MARYLAND
SUMMER 2023/FALL 2023/SPRING 2024
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 Center for Vaccine Development and Global Health (CVD)
(Full Name of Department)

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

Address 685 West Baltimore Street, Suite 480, Baltimore, MD 21201

Telephone 410-706-4388 Fax No._____

Work Study Supervisor's Full Name Sophie Harper

Work Study Supervisor's Title Lead Domestic Regulatory Affairs Specialist

E-mail Address sjharper@som.umaryland.edu

Alternate Supervisor's Full Name Alyson Kwon

Alternate Supervisor's Title Director, Regulatory Affairs and Quality Management

E-mail Address akwon@som.umaryland.edu

Job Title Research Assistant, Regulatory Affairs and Quality Management

Job Function: ___ Technical X Administrative ___ 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

UM SOM Center for Vaccine Development and Global Health (CVD)

Research Assistant, Regulatory Affairs and Quality Management

The Research Assistant will work within the CVD's Office of Regulatory Affairs and Quality Management at UMB SOM under direct supervision of the Lead Regulatory Affairs Specialist and Director, Regulatory Affairs and Quality Management.

All duties will be performed on campus.

Primary Duties:

- Populating a new e-regulatory software system (Veeva SiteVault) with documents, including staff CVs, licenses, training certificates, etc.
- Creating personnel accounts in Veeva SiteVault
- Creating and managing protocol-specific training workflows and signature requests in Veeva SiteVault
- Inventorying and archiving documentation from past research studies
- Sending reminders to staff regarding expiring general training documentation, licenses, etc.

Qualifications

- Flexibility and willingness to learn
- Positive Attitude
- Must be comfortable talking with new people
- Comfortable learning to work with new software

Hours are flexible, but would primarily be between the hours of 8am-4pm Monday through Friday.