

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 ___ School of Medicine Center for Vaccine Development and Global Health ___
(Full Name of Department)

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

Address ___ 685 W Baltimore Street, room 425, Baltimore, MD 21201 _____

Telephone ___ 410-706-6156 _____ Fax No. _____

Work Study Supervisor's Full Name ___ Megan McGilvray _____

Work Study Supervisor's Title ___ CRNP, Research Nurse Supervisor _____

E-mail Address ___ mmcgilvray@som.umaryland.edu _____

Alternate Supervisor's Full Name ___ Cheryl Young _____

Alternate Supervisor's Title ___ Health Program Director _____

E-mail Address ___ cheryl.young@som.umaryland.edu _____

Job Title ___ Vaccine Research Clinic Assistant _____

Job Function: ___ Technical ___ Administrative ___ Research Lab X 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

Vaccine Research Clinic Assistant

The Vaccine Research Clinic Assistant will work within the CVD's vaccine research clinic at UMB SOM under direct supervision of the Research Nurse Supervisors and Health Program Manager.

All duties will be performed on campus.

Primary Duties:

- Prepare kits of supplies for study visits
- Prepare charts for study visits
- Stock clinic supplies
- Maintain clinic supply inventory using spreadsheets
- Process volunteer payments
- Assist with recruitment projects
- Interview potential volunteers by phone and schedule study appointments
- Clerical and Clinic support as assigned

Potential Duties depending on needs and experience

- Take vital signs, collect urine samples, draw blood, or perform other medical procedures as assigned

Qualifications

- Flexibility and willingness to learn
- Positive Attitude
- Must be comfortable talking with new people
- Ideally student in healthcare field

Hours are flexible, but would primarily be between the hours of 7am-4pm Monday through Friday.