UNIVERSITY OF MARYLAND
SUMMER 2019/FALL 2019/SPRING 2020
FEDERAL WORK-STUDY SUPERVISOR’S STUDENT REQUEST
(Provide a description of the position and the role of the supervisor)
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 ___

UMB Department Psychiatry

(Full Name of Department)

Off-Campus Agency N/A

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

Address 670 W. Baltimore Street, Baltimore, MD 21201

Telephone 410-706-5678 Fax No.

Work Study Supervisor's Full Name Chamindi Seneviratne

Work Study Supervisor's Title Asst. Professor

E-mail Address csenevi@som.umaryland.edu

Alternate Supervisor's Full Name Jessica Cornell

Alternate Supervisor's Title Research Technician

E-mail Address Jcornell@som.umaryland.edu

Job Title IT Data Entry Operator

Job Function: ___ Technical ___ Administrative ___ Research Lab ___ Research Clinical ___ Tutor ___ Program Admin.

Duties Under direct supervision, the Data Entry Operator will enter data from paper records into a RedCap database created for the PI's ongoing IRB-approved research studies. The data will include demographic, medical, and psychiatric assessments collected from research volunteers who have participated in the PI's research projects. The student will also learn how to create data entry forms, manage data, and generate output reports in RedCap.

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:
Student Employment Office, University of Maryland, Baltimore, 601 W. Lombard St, Suite 221; Baltimore, MD 21201
Phone: 410-706-7347 E-Mail: fres@umaryland.edu URL: www.umaryland.edu/workstudy
JOB SUMMARY – IT Data Entry Operator

Under direct supervision, the Data Entry Operator will enter data from paper records into a RedCap database created for the PI's ongoing IRB-approved research studies. The data will include demographic, medical and psychiatric assessments collected from research volunteers who have participated in the PI's research projects. The student will also learn how to create data entry forms, manage data and generate output reports in RedCap.

MINIMUM QUALIFICATIONS

EDUCATION: Bachelor's degree in biology, psychology, or a related discipline.

Knowledge/Skills/Abilities:

✓ Ability to understand both verbal and written communications in English
✓ 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.
✓ Basic computer skills

Position Justification:
This position is created to expedite the analyses of data from already concluded clinical trials.