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.umd.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_ University of Maryland MD-PhD Program_ 20 Penn St, Rm. 349 Baltimore, MD
21201 ____________ 410-706-3990

(Full Name of Department)

Off-Campus
Agency

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

Address
Telephone__________________________ Fax No.__________________________

Work Study Supervisor’s Full Name_Jane
Bacon_________ 410-706-3990

Work Study Supervisor’s Title_Administrative Director

E-mail
Address_jbacon@som.umaryland.edu

Alternate Supervisor’s Full Name_Mary-Claire
Rogmann_________ 410-706-3990

Alternate Supervisor’s Title_Program Director, MD-PhD
Program

E-mail Address_mroghmann@som.umaryland.edu

Job Title__ Student Coordinator

Job Function: ___ Technical ______ Administrative ______ Research Lab ______ Research Clinical ______ Tutor √ Program

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
Job Description for a Student Coordinator for MD-PhD Program

POSITION SUMMARY
The Student Coordinator position will assist the Medical Scientist Training Program (MSTP)/MD-PhD Program Office in the overall activities of the program related to MD-PhD recruitment, courses, special events and evaluation. This includes a full range of duties related to the day-to-day operation of the MSTP Office such as:

MSTP Recruitment
- Arrange catering for all MSTP activities
- Assist in creating travel arrangements and reimbursements in Concur

MSTP Admission Duties
- Assist Administrative Director during the MSTP virtual interviews during November, December, January and February (must be available for 1-5 pm on MSTP interview days).
- Provide support during the MSTP Second Visit days (scheduling, hotel, transportation, catering).

MSTP Course Duties
- Reserve rooms for MSTP activities
- Arrange catering for MSTP monthly Physician Scientist Seminars, monthly Clinical Case Studies, biweekly Molecules to Medicine (M2M) courses, GPILS/Orientation lunches
- Send out evaluations

Special Event Duties
- Coordinate in conjunction with the MSTP Administrative Director the logistical details related to:
  - MSTP off-site Annual Retreat,
  - Summer and Winter Research Symposium,
  - F30 Workshop,
  - UMBC Summer Bridge and
  - MSTP Graduation Reception