

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 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  
Roghmann 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](mailto: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