UNIVERSITY OF MARYLAND
SUMMER 2024/FALL 2024/SPRING 2025
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 __ Office of Student Research (SOM) ____________________________________________________
(Full Name of Department)

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

Address __ Bressler Building, 655 W. Baltimore St., M-019, Baltimore, MD 21201

Telephone __ 410-706-3026 __________ Fax No. _______________________________________

Work Study Supervisor’s Full Name __ Fiama Romero

Work Study Supervisor’s Title __ Program Manager

E-mail Address __ FRomero@som.umaryland.edu

Alternate Supervisor’s Full Name __ Kathryn Robinett

Alternate Supervisor’s Title __ Interim Associate Dean for Student Research & Education

E-mail Address __ KRobinett@som.umaryland.edu

Job Title __ OSR Student Coordinator

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
OSR Student Coordinator
Job Description

Essential Functions
• Helps manage the Student Research database, including inputting data, updating data, and ensuring the validity and accuracy of data.
• Helps generate resources to better connect students with research opportunities of interest.
• Suggests ways to improve effectiveness and efficiency of data collection and program/event management.
• Assists with OSR student events as needed.
• Provides ideas for improving OSR marketing efforts.
• Provide additional administrative support to the Office of Student Research as assigned.

Qualifications
• Medical student preferred
• Strong written and verbal communication skills
• Excellent organizational and time management skills
• Keen attention to detail
• Problem-solving and basic troubleshooting skills
• Proficiency with common word processing and spreadsheet software