

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: Office of Medical Education
(Full Name of Department)

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

Address 685 W Baltimore Street, Baltimore, MD 21201

Telephone 410-706-7669 Fax No. _____

Work Study Supervisor's Full Name Tess Gillis

Work Study Supervisor's Title Senior Academic Development Specialist

E-mail Address tess.gillis@som.umaryland.edu

Alternate Supervisor's Full Name Donna Reynolds

Alternate Supervisor's Title Academic Services Specialist

E-mail Address dreynolds@som.umaryland.edu

Job Title School of Medicine (SOM) Tutor

Job Function: ___ Technical ___ Administrative ___ Research Lab ___ Research Clinical X 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**

Position Description: School of Medicine Tutor

Purpose

The School of Medicine (SOM) Tutor reports to the Senior Academic Development Specialist within the Office of Medical Education. The SOM tutors provide group and individual sessions for students on a range of content topics and on study strategies.

Summary

The SOM Tutor provides support to medical students in content areas, medical school study strategies, and the overall transition to medical school.

Primary Responsibilities

- Provide in-person and/or online opportunities for students to receive academic support. The tutor will work with students on content, study strategies, transition to medical school.
- Maintain their own scheduling calendar and post their available hours on MedScope.
- Respond in a timely manner to student requests and questions via email.
- Plan and facilitate academic success workshops, content sessions, and other group learning opportunities, in collaboration with the Senior Academic Development Specialist and other SOM tutors.
- Identify trends and opportunities for support in collaboration with Senior Academic Development Specialist.
- Provide a supportive environment for students in need of support. Identify study strategies that are best fit for each individual student.

Minimum Qualifications:

- Current second-, third-, or fourth-year medical student.
- Demonstrated academic success.
- Knowledge of best practices in medical school study strategies.
- Flexibility to work with students in-person or virtually, one-on-one or in small groups. In-person/virtual split will be approximately 50%/50%.