

**UNIVERSITY OF MARYLAND  
SUMMER 2025/FALL 2025/SPRING 2026  
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 \_\_\_\_\_ Physical Therapy and Rehabilitation Science \_\_\_\_\_  
(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 \_\_\_\_\_ Andrew Bennett \_\_\_\_\_

Work Study Supervisor's Title \_\_\_\_\_ Research Compliance and Quality Improvement Specialist \_\_\_\_\_

E-mail Address \_\_\_\_\_ andrew.bennett@som.umaryland.edu \_\_\_\_\_

Alternate Supervisor's Full Name \_\_\_\_\_ Melissa Roane \_\_\_\_\_

Alternate Supervisor's Title \_\_\_\_\_ Administrator \_\_\_\_\_

E-mail Address \_\_\_\_\_ mroane@som.umaryland.edu \_\_\_\_\_

Job Title \_\_\_\_\_ PTRS Research Assistant \_\_\_\_\_

Job Function: \_\_\_\_\_ Technical \_\_\_\_\_ Administrative \_\_\_\_\_ Research Lab \_\_\_\_\_ X 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](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**

The Research Assistant in the Department of Physical Therapy and Rehabilitation Science will be asked to work on the following tasks:

- Assist with scheduling and coordinating study subjects
- Assist with subject visits
- Prepare folders and materials for upcoming subject visits
- Support in maintaining lab and animal spaces
- With guidance, maintain and run validation checks on equipment
- Assist faculty and staff with lab needs such as making copies, entering data, organizing files, disposing of University equipment and other administrative functions
- Assist faculty with data collection and entry for research projects
- Retrieve articles for faculty to review
- Support faculty in ongoing research regulatory processes and activities