

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 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 St, Baltimore, MD 21201

Telephone 410-706-6669 Fax No. \_\_\_\_\_

Work Study Supervisor's Full Name Tess Gillis

Work Study Supervisor's Title Director, Academic Success

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

Alternate Supervisor's Full Name Courtney Butler

Alternate Supervisor's Title Academic Development Specialist

E-mail Address courtney.butler@som.umaryland.edu

Job Title Peer Learning Partner/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](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**

## Position Description

Job Title	Peer Learning Parter (PLP)
School	School of Medicine
University Division	Office of Medical Education
Reporting To	Learning Development Specialists (Courtney Butler & Tess Gillis)
Salary	This is a Federal Work Study position (\$15/hr.). Verify eligibility in your financial aid package.
Hours	Up to 20 hrs. a week (Avg. Approx. 5 hrs.)

### Job Purpose

Peer Learning Partners (formerly known as Tutors) help clarify course content and promote appropriate study strategies. PLPs may consult with OME staff and faculty for course resources, guidance, and direction in their tutoring work. The most common topic areas supported include effective study skills/strategies, foundational curriculum support, Step I & II preparation, transition to medical school & clerkships, etc. PLPs conduct regularly scheduled one-on-one and group tutoring sessions throughout the semester. They also host drop-in office hours, content preview sessions and exam prep sessions weekly, during scheduled time.

### Primary Responsibilities

- Assists students with specific course-related concepts and problems
- Facilitates development of effective, related study skills
- Conducts one-on-one, small group and/or Drop-in tutoring sessions
- Plan and facilitate academic success workshops, content sessions, and other group learning opportunities, in collaboration with OME and other SOM PLPs
- Identify trends and opportunities for support in collaboration with OME staff
- Provide a supportive environment for students in need of support.
- Respond in a timely manner to student requests and questions via email.

### Minimum Qualifications:

- Current second-, third-, or fourth-year medical student with 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.
- Prior experience in teaching, tutoring, coaching/mentorship, etc.
- Commitment to the growth of physician trainees