

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 Center for Vaccine Development and Global Health- School of Medicine
(Full Name of Department)

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

Address 685 West Baltimore Street

Telephone 410-706-7926 Fax No. _____

Work Study Supervisor's Full Name Sherry McCammon

Work Study Supervisor's Title Research Coordinator- Recruitment

E-mail Address smccammon@som.umaryland.edu

Alternate Supervisor's Full Name Megan McGilvray

Alternate Supervisor's Title Supervisor- Nurse Practitioner

E-mail Address mmcgilvray@som.umaryland.edu

Job Title Vaccine Research Clinic 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

Phone: 410-706-7347

**Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221;
Baltimore, MD 21201**

UM SOM Center for Vaccine Development and Global Health

Vaccine Research Clinic Assistant

The Vaccine Research Clinic Assistant will work within the CVD's vaccine research clinic at UMB SOM under direct supervision of the Research Nurse Supervisors and Health Program Manager.

All duties will be performed on campus.

Primary Duties:

- Prepare kits of supplies for study visits
- Prepare charts for study visits
- Stock clinic supplies
- Assist with processing of volunteer payments
- Assist with recruitment projects
- Interview potential volunteers by phone and schedule study appointments
- Clerical and Clinic support as assigned

Potential Duties depending on needs and experience, not necessary for the role

- Take vital signs, collect urine samples, draw blood, or perform other medical procedures as assigned

Qualifications

- Flexibility and willingness to learn
- Positive Attitude
- Must be comfortable talking with new people
- Ideally student in healthcare field

Hours are flexible, but would primarily be between the hours of 7am-4pm Monday through Friday.