UNIVERSITY OF MARYLAND
SUMMER 2019/FALL 2019/SPRING 2020
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST
(Supervisor's On-line Orientation must be completed) http://www.umd.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

UMB Department School of Nursing / Family and Community Health
(Full Name of Department)

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

Address 655 W. Lombard St.

Telephone 410-706-5558 Fax No. 410-706-0253

Work Study Supervisor's Full Name Victoria L. Selby

Work Study Supervisor's Title Assistant Professor

E-mail Address vselby@umd.edu

Alternate Supervisor's Full Name Ana C. Duarte

Alternate Supervisor's Title Assistant Professor

E-mail Address aduarte@umd.edu

Job Title Graduate Research/Teaching Assistant

Job Function: __ Technical __ Administrative __ Research Lab __ Research Clinical __ Tutor __ Program Admin.

Duties Literature searching, review, administrative duties, assist faculty with grading, data entry, analysis & with supervision (See attached)

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 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:
Student Employment Office, University Of Maryland, Baltimore 601 W. Lombard St, Suite 221; Baltimore, MD 21201
Phone: 410-706-7347 E-Mail: jhap@umaryland.edu URL: www.umd.edu/workstudy
Position: Research/Teaching Assistant 20 hrs/week

The Research/Teaching Assistant will work for the Family and Community Health Department at the University Of Maryland School Of Nursing.

Requirements:

- Enrolled as a current University of Maryland Baltimore student in good standing within your program at the time of the application and throughout the employment period.
- Has achieved/enrolled in a master’s degree in nursing or public health
- Ability to work independently and/or as part of a team
- Attention to detail
- Professional written and verbal communication skills
- Experience with MS software (e.g., Word, Excel, etc.)
- Experience with SPSS a plus

Responsibilities include:

- Administrative duties (e.g., office organization, filing)
- Literature searches
- Draft documents
- Special projects
- Data collection, entry, analysis with supervision
- Assist in drafting proposals
- Assist in course delivery with supervision
- Assist faculty in grading, proctoring

Compensation: Work study wages for eligible students

Primary contact: Victoria Selby vselby@umaryland.edu