



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

UMB Department ORGANIZATIONAL SYSTEMS & ADULT HEALTH
(Full Name of Department) /

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

Address 655 W LOMBARD STREET / ROOM 465C

Telephone 410-706-4808 Fax No. 410-706-0344

Work Study Supervisor's Full Name VERONICA NJIE-CARR

Work Study Supervisor's Title ASSOCIATE PROFESSOR

E-mail Address vnjiecarr@umaryland.edu

Alternate Supervisor's Full Name NANCY LERNER

Alternate Supervisor's Title ASSOCIATE PROFESSOR

E-mail Address Lerner@umaryland.edu

Job Title RESEARCH ASSISTANT / PROGRAM MANAGER

Job Function: Technical ___ Administrative ___ Research Lab ___ 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

**University of Maryland, School of Nursing
Department of Organizational Systems and Adult Health
Graduate Research Assistant / Program Manager**

Dr. Njie-Carr invites candidates to apply for the position of program manager or research assistant. If you are interested, kindly send your CV / resume to the email address at vnjiecarr@umaryland.edu.

Eligibility and job expectations are provided below. Thanks for your interest!

Eligibility/Qualifications

- Student is enrolled at the UMB.
- Has achieved/enrolled in a master's degree in nursing, public health, or related field. Enrollment in a baccalaureate program and interest in research will be considered.
- Has received research training. Will train/mentor if candidate has more than a year left in the program.
- Experience transcribing interviews a plus, but not required.
- Previous experience with SPSS and NVivo a plus, but not required.
- Has interest in global work / working with international partners.
- Open to working 10 - 20 hours /week.

Job Expectations

- Perform administrative duties as necessary.
- Conduct literature searches and reviews.
- Participate in the recruitment of study participants.
- Collect data from data collection sites.
- Conduct interviews (audiotape) and administer surveys (paper/pencil/paper).
- Assist with preliminary quantitative and qualitative data analyses.
- Input data in computer using quantitative SPSS, and qualitative software.

Thank you!

