

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 Department of Practice, Sciences, and Health Outcomes Research
(Full Name of Department)

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

Address 220 Arch Street 12th floor

Telephone 6-0178

Fax No. _____

Work Study Supervisor's Full Name Nicole Sealfon

Work Study Supervisor's Title Associate Director

E-mail Address nsealfon@rx.umaryland.edu

Alternate Supervisor's Full Name Dr. Michelle Taylor

Alternate Supervisor's Title Associate Director

E-mail Address mtaylor@rx.umaryland.edu

Job Title Student Research Assistant

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

Student Research Assistant Job Description

JOB SUMMARY

Under direct supervision, the position involves working one-on-one with University of Maryland Baltimore faculty, staff, post-doctoral fellows, and graduate research assistants to assist with current projects of the Behavioral Health Resources and Technical Assistance Program team (BHRT). BHRT provides technical assistance and evaluation to multiple substance use prevention projects funded by the Maryland Department of Health.

PRIMARY DUTIES

1. Assists with outreach efforts and data collection and analysis.
2. Assists with project administrative tasks such as developing presentation and handout materials for meetings and events.
3. Attends meetings with the research team and periodically with collaborators, state administrators, and clinical providers.
4. Develops skills and competencies related to substance use prevention and outcomes research.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Proficient in writing and English grammar; able to communicate effectively; proficient with Microsoft office applications, computer analytic software, and graphical representation of data; able to understand and follow oral and written instructions; able to maintain effective work relationships; has quantitative expertise to perform analytic computations.

EDUCATION: Bachelor's Degree or one to two years of applicable experience.