

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 <input checked="" type="checkbox"/>
UMB Department	School of Pharmacy, 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, Baltimore, MD 21201
Telephone	410-706-5396
Fax No.	
Work Study Supervisor's Full Name	Abfée Johnson
Work Study Supervisor's Title	Director, PRC
E-mail Address	ajohnson@rx.umaryland.edu
Alternate Supervisor's Full Name	Eberechukwu Onukwugha
Alternate Supervisor's Title	Professor & Executive Director, PRC
E-mail Address	eonukwug@rx.umaryland.edu
Job Title	Research Project Coordinator
Job Function:	<input checked="" type="checkbox"/> Technical _____ Administrative _____ Research Lab _____ Research Clinical _____ Tutor <input checked="" type="checkbox"/> 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

## **Job Description - Research Project Coordinator**

The Pharmaceutical Research Computing (PRC) center within the Department of Practice, Sciences and Health Outcomes Research at the University of Maryland School of Pharmacy provides world-class support for impactful and inspired health services research. PRC is a dynamic research center that offers responsive and client-focused computer programming, data management, pharmaceutical classifications, and analytic support for health services research and evaluation.

PRC has a need for an individual with strong organizational and analytic skills with an interest in research to assist with the following:

- 1) Coordination of research projects
  - a. Liaison with faculty to translate research aim(s) into task and variable lists
  - b. Assist with diagnostic, procedural and HCPCS reference tables
  - c. Complete study specific literature searches
  - d. Assist with the creation of progress & final reports
  - e. Compile, email and finalize meeting minutes
  - f. Assist with the writing of IRBs and DUAs
- 2) Assistance with data analysis
  - a. Conduct data analysis & statistical interpretation
  - b. Convert SAS outputs to report style deliverables
  - c. Create summary interpretive documents for the non-data savvy stakeholder
- 3) Assistance with data visualization using advanced techniques (Excel, Power BI, Tableau, ArcGIS or other visual display software)
- 4) Limited SAS programming/data mining
  - a. Frequencies from analytic files
  - b. Extract information to identify possible correlations and patterns
  - c. Ensure raw data files are input ready
- 5) Maintenance of database documentation
  - a. CCW DUA tracking
  - b. PRC active server users
- 6) Creation of grant proposals
  - a. Assist with literature searches & writing of the background section
- 7) Other duties as assigned as related to real-world data research

Organizational skills

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.