

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: Practice, Sciences, and Health Outcomes Research (PSHOR) - The PATIENTS Program  
(Full Name of Department)

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

Address 220 N Arch St., 12th Fl., Baltimore, MD 21201

Telephone 410-706-0879 Fax No. \_\_\_\_\_

Work Study Supervisor's Full Name C. Daniel Mullins

Work Study Supervisor's Title Professor & Executive Director

E-mail Address Daniel.Mullins@rx.umaryland.edu

Alternate Supervisor's Full Name Karen Morales

Alternate Supervisor's Title Assoc. Dir. of Engagement

E-mail Address Kmorales@rx.umaryland.edu

Job Title PATIENTS Program 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](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

## The PATIENTS Program Research Assistant

### Detailed Job Description:

Detailed Job Description for Research Assistant for The PATIENTS Program

- Assist with outreach efforts to identify and engage Baltimore community members around health and wellness research activities and community data collection
- Communicate with citywide and community-based agencies, professionals, and neighborhood leaders
- Participate in patient-centered and community-engaged research
- Attend meetings with The Patients Program's research team and periodically with collaborators, patients, community members, and clinical providers
- Produce infographics, tables and reports to assist with dissemination efforts to deliver results of health and wellness research activities
- Support project administrative tasks such as developing presentation and handout material for meetings and events
- Attend and participate in team meetings
- Assist patients and community members with completion of forms and paperwork
- Schedule interviews or meetings with patients or community members for ongoing activities

### MINIMUM QUALIFICATIONS:

EDUCATION: Undergraduate Degree in health-related or science-related field

EXPERIENCE: Selected candidate should have some prior experience working with data and engaging communities

### REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

Knowledge and strong understanding of community-engaged research; ability to work independently and under tight deadlines; excellent communication and time management skills, including the ability to write and proofread web content; ability to adapt materials and framing for various audiences, such as individuals with low literacy, numeracy, or health literacy skills and the culture and context of residents of the greater Baltimore community; must be skilled at interpersonal communications and maintaining positive working relationships with both internal team members and community partners.

### OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.