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.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 University of Maryland School of Social Work
(Full Name of Department)

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

Address 525 West Redwood Street, Baltimore, MD 21201

Telephone 410-706-3607 Fax No.

Work Study Supervisor’s Full Name Jodi Frey, PhD

Work Study Supervisor’s Title Associate Professor

E-mail Address jfrey@ssw.umaryland.edu

Alternate Supervisor’s Full Name Amanda Mosby, MA

Alternate Supervisor’s Title Program Manager

E-mail Address amosby@ssw.umaryland.edu

Job Title Research Assistant

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

Duties Work closely with Dr. Jodi Frey and Ms. Mosby on the International Employee Assistance Digital Archive (www.EAArchive.org) to help scan and upload new materials; manage statistics; help with program promotion. Work on other related projects for the EAP subspecialization at the school and some work with other research related to behavioral health as needed.

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: jfrey@umaryland.edu URL: www.umaryland.edu/workstudy
Federal Work Study – Job Description
2019-2020

The identified Federal Work Study (FWS) student will work closely with Dr. Jodi Frey and Amanda Mosby to support research projects and related work affiliated with the Employee Assistance Program (EAP) Sub-Specialization, and other behavioral health projects. Specifically, this student will work with Dr. Frey and others involved in populating, supporting and promoting the International Employee Assistance Digital Archive (www.EAArchive.org) which will involve work at the library to scan and curate documents (Training will be provided), searching online for relevant research and helping to promote online and through other communications. The student will also work with Dr. Frey and members of her research team as needed to help with projects related to asset mapping for behavioral health in Baltimore City, and literature reviews related to adult behavioral health.