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 X_____

UMB Department School of Social Work
(Full Name of Department)

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

Address 525 W. Redwood Street, Baltimore, MD 21201

Telephone 410-706-5107 Fax No._____________________

Work Study Supervisor's Full Name Melissa Smith

Work Study Supervisor's Title Assistant Professor

E-mail Address msmith@ssw.umd.edu

Alternate Supervisor's Full Name See attached list of supervisors

Alternate Supervisor's Title See attached list of supervisors

E-mail Address See attached list of supervisors

Job Title Research Assistant Scholar

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

Duties Conduct literature searches; write annotated bibliographies; organize literature citations in reference management
software; manuscript preparation; complete trainings/certifications in research ethics; data collection, entry, cleaning and/or
analysis; write research project reports; attend meetings with supervisor; attend monthly workshops and/or training for RA
Scholars; other research-related duties as assigned by supervisor

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: fed@umd.edu URL: www.umd.edu/workstudy
University of Maryland Social Work
Research Assistant Scholar Job Description

The following are a list of duties that fall under the RA Scholar Position. The RA Scholar will be required to perform all or a portion of the duties described.

1. Conduct searches of published social work literature and other sources of information on topic(s) assigned by your supervisor.
2. Read and summarize published social work literature related to assigned topic(s).
3. Use reference management software to organize literature citations.
4. Provide assistance with proof-reading, editing and formatting of social work manuscripts or other reports for dissemination.
5. Complete training on research ethics and remain up to date on certification through the University of Maryland Baltimore Human Research Protections Office.
6. Assist with data collection, data entry, data cleaning, and/or basic data analysis, with oversight from your supervisor.
7. Participate in report-writing for social science research projects.
8. Attend weekly or bi-weekly meetings with your assigned supervisor.
9. Attend monthly workshops and other training opportunities for Research Assistant Scholars.
10. Other research related duties as assigned.