

**UNIVERSITY OF MARYLAND
SUMMER 2025/FALL 2025/SPRING 2026
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 School of Social Work
(Full Name of Department)

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

Address 525 W Redwood St, Baltimore, MD 21211

Telephone 410-706-7790 Fax No. _____

Work Study Supervisor's Full Name Nalini Negi

Work Study Supervisor's Title Associate Professor

E-mail Address nnegi@ssw.umaryland.edu

Alternate Supervisor's Full Name Lucero Huayhua

Alternate Supervisor's Title Project Manager

E-mail Address lucero.huayhua@ssw.umaryland.edu

Job Title Community Interviewer

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**

Community Interviewer

Key Responsibilities:

- Conduct in-person interviews in Baltimore City (training will be provided).
- Accurately document responses and ensure data integrity.
- Build rapport with participants while maintaining professionalism and neutrality.
- Follow confidentiality and informed consent guidelines.
- Collaborate with research project team.
- Assist with outreach and recruitment of participants.
- Assist with administrative tasks to support project activities.

Qualifications:

- Fluency in Spanish.
- Strong communication and interpersonal skills.
- Ability to engage respectfully with people from diverse backgrounds.
- Comfortable working independently and following structured guidelines.