UNIVERSITY OF MARYLAND
2020-2021 – Amended Hiring Request during COVID19
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

Mandatory: Attach a job description for this FWS position on the next page (please ensure only telework capable duties are included).

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: UM School of Social Work, 525 West Redwood Street, Baltimore, Maryland 21201

Telephone (410) 706-3829 Fax No.____________

Work Study Supervisor’s Full Name: Brenda Jones Harden

Work Study Supervisor’s Title: Alison Richman Professor for Children and Families

E-mail Address: brenda.jones-harden@ssw.umaryland.edu

Alternate Supervisor’s Full Name: Tanya Tavassolie

Alternate Supervisor’s Title: Clinical Research Assistant

E-mail Address: tanya.tavassolie@ssw.umaryland.edu

Job Title: Graduate Research Assistant


Telework Duties Only: Please attach a separate job description (see below)

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:

E-Mail: fws@umaryland.edu
Phone: 410-706-7347
Detailed Job Description of Telework Capable Position:

The Prevention and Early Adversity Research Lab is in need of a research assistant who can help on a variety of projects in the lab. All work will be remote and virtual during the COVID-19 pandemic restrictions. The job responsibilities will include data entry, survey administration, project coordination and management, data analysis, presentations and written work. Additional responsibilities include recruitment and interviews over the phone. Meeting with other lab members and the PI will be over video conference or telephone. Hours are flexible and can be completed at any time that is convenient to the student’s schedule.