

UNIVERSITY OF MARYLAND  
SUMMER 2024/FALL 2024/SPRING 2025  
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 X

UMB Department Office of Student Research (SOM)  
(Full Name of Department)

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

Address Bressler Building, 655 W. Baltimore St., M-019, Baltimore, MD 21201

Telephone 410-706-3026 Fax No. \_\_\_\_\_

Work Study Supervisor's Full Name Fiana Romero

Work Study Supervisor's Title Program Manager

E-mail Address FRomero@som.umaryland.edu

Alternate Supervisor's Full Name Kathryn Robinett

Alternate Supervisor's Title Interim Associate Dean for Student Research & Education

E-mail Address KRobinett@som.umaryland.edu

Job Title OSR Student Coordinator

Job Function: \_\_\_ Technical X 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**

## **OSR Student Coordinator Job Description**

### **Essential Functions**

- Helps manage the Student Research database, including inputting data, updating data, and ensuring the validity and accuracy of data.
- Helps generate resources to better connect students with research opportunities of interest.
- Suggests ways to improve effectiveness and efficiency of data collection and program/event management.
- Assists with OSR student events as needed.
- Provides ideas for improving OSR marketing efforts.
- Provide additional administrative support to the Office of Student Research as assigned.

### **Qualifications**

- Medical student preferred
- Strong written and verbal communication skills
- Excellent organizational and time management skills
- Keen attention to detail
- Problem-solving and basic troubleshooting skills
- Proficiency with common word processing and spreadsheet software