

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 <u>X</u> _____
UMB Department	<u>Department of Practice, Sciences, and Health Outcomes Research</u> (Full Name of Department)
Off-Campus Agency	_____ (Full Name of Agency- For Off-Campus Positions Only)
Address	<u>220 Arch Street 12th floor</u>
Telephone	<u>6-0178</u>
Fax No.	_____
Work Study Supervisor's Full Name	<u>Nicole Sealfon</u>
Work Study Supervisor's Title	<u>Associate Director</u>
E-mail Address	<u>nsealfon@rx.umaryland.edu</u>
Alternate Supervisor's Full Name	<u>Paris Barnes</u>
Alternate Supervisor's Title	<u>Public Health Communication Specialist</u>
E-mail Address	<u>paris.barnes@rx.umaryland.edu</u>
Job Title	<u>Student Research Assistant</u>
Job Function:	<input checked="" type="checkbox"/> Technical _____ <input type="checkbox"/> Administrative _____ <input type="checkbox"/> Research Lab _____ <input type="checkbox"/> Research Clinical _____ <input type="checkbox"/> Tutor _____ <input type="checkbox"/> 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*

## **Student Research Assistant Job Description**

### **JOB SUMMARY**

Under direct supervision, the position involves working one-on-one with University of Maryland Baltimore faculty, staff, post-doctoral fellows, and graduate research assistants to assist with current projects of the Behavioral Health Resources and Technical Assistance Program team (BHRT). BHRT provides technical assistance and evaluation to multiple substance use prevention projects funded by the Maryland Department of Health.

### **PRIMARY DUTIES**

1. Assists with outreach efforts and data collection and analysis.
2. Assists with project administrative tasks such as developing presentation and handout materials for meetings and events.
3. Attends meetings with the research team and periodically with collaborators, state administrators, and clinical providers.
4. Develops skills and competencies related to substance use prevention and outcomes research.

### **REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Proficient in writing and English grammar; able to communicate effectively; proficient with Microsoft office applications, computer analytic software, and graphical representation of data; able to understand and follow oral and written instructions; able to maintain effective work relationships; has quantitative expertise to perform analytic computations.

**EDUCATION:** Bachelor's Degree or one to two years of applicable experience.