

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.**

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|--|--|
| Could this work-site be considered as Community Service? | Yes _____ No <input checked="" type="checkbox"/>   |
| UMB Department   | Francis King Carey School of Law<br>(Full Name of Department)  |
| Off-Campus Agency  | _____<br>(Full Name of Agency- For Off-Campus Positions Only)  |
| Address  | 500 West Baltimore St. Baltimore, MD 21201   |
| Telephone  | 410-706-3830   |
| Fax No.  | _____  |
| Work Study Supervisor's Full Name                        | William Jin Moon   |
| Work Study Supervisor's Title                            | Professor of Law   |
| E-mail Address   | wmoon@law.umaryland.edu  |
| Alternate Supervisor's Full Name                         | Frank Lancaster  |
| Alternate Supervisor's Title                             | Business Law Program Associate and Faculty Support Staff   |
| E-mail Address   | flancaster@law.umaryland.edu   |
| Job Title  | Research Assistant   |
| Job Function:  | ___ Technical <input checked="" type="checkbox"/> 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*

## Job Description for Professor Will Moon's Research Assistants

Research assistants will assist Professor Will Moon with two research manuscripts that are at the intersection of corporate law and private international law. Research assistants will be expected to read through and analyze relevant judicial opinions, disclosures, conduct empirical analysis of the data, draft legal memos on several legal research questions, and assist with editing the manuscript prior to submitting to law journals. Throughout the process, students will develop skills in both research and legal writing. The job can be completed through research platforms like Westlaw Next, JSTOR, and Google Scholar, as well as accessing traditional legal materials through the Thurgood Marshall Law Library.