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___School of Pharmacy, Practice, Sciences and Health Outcomes Research___
(Full Name of Department)

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

Address___220 Arch Street, 12th Floor, Baltimore, MD 21201___

Telephone___410-706-5396___   Fax No._____

Work Study Supervisor's Full Name___Abree Johnson___

Work Study Supervisor's Title___Director, PRC___

E-mail Address___ajohnson@rx.umaryland.edu___

Alternate Supervisor's Full Name___Eberechukwu Onukwugha___

Alternate Supervisor's Title___Professor & Executive Director, PRC___

E-mail Address___eonukwug@rx.umaryland.edu___

Job Title___Research Project Coordinator___

Job Function: _X_ Technical ___ Administrative ___ Research Lab ___ Research Clinical ___ Tutor _X_ 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

Abree Johnson, MS, MBA
Director

Pharmaceutical Research Computing
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Job Description - Research Project Coordinator

The Pharmaceutical Research Computing (PRC) center within the Department of Practice, Sciences and Health Outcomes Research at the University of Maryland School of Pharmacy provides world-class support for impactful and inspired health services research. PRC is a dynamic research center that offers responsive and client-focused computer programming, data management, pharmaceutical classifications, and analytic support for health services research and evaluation.

PRC has a need for an individual with strong organizational and analytic skills with an interest in research to assist with the following:

1) Coordination of research projects
   a. Liaison with faculty to translate research aim(s) into task and variable lists
   b. Assist with diagnostic, procedural and HCPCS reference tables
   c. Complete study specific literature searches
   d. Assist with the creation of progress & final reports
   e. Compile, email and finalize meeting minutes
   f. Assist with the writing of IRBs and DUAs
2) Assistance with data analysis
   a. Data entry and/or clean up of data previously entered
   b. Conduct data analysis & statistical interpretation
   c. Convert SAS outputs to report style deliverables
   d. Create summary interpretive documents for the non-data savvy stakeholder
3) Assistance with data visualization using advanced techniques (Excel, Power BI, Tableau, ArcGIS or other visual display software)
4) Limited SAS programing/data mining
   a. Frequencies from analytic files
   b. Extract information to identify possible correlations and patterns
   c. Ensure raw data files are input ready
5) Maintenance of database documentation
   a. CCW DUA tracking
   b. PRC active server users
6) Creation of grant proposals
   a. Assist with literature searches & writing of the background section
7) Other duties as assigned as related to real-world data research

<u>Organizational skills</u>

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.