

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

UMB Department Practice, Sciences, and Health Outcomes Research School of Pharmacy  
(Full Name of Department)

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

Address 20 N Pine Street, Room S400

Telephone 410-706-4332 Fax No.

Work Study Supervisor's Full Name Jill A. Morgan, PharmD

Work Study Supervisor's Title Professor and Chair

E-mail Address jill.morgan@rx.umaryland.edu

Alternate Supervisor's Full Name Amy Kruger Howard, PharmD

Alternate Supervisor's Title Clinical Assistant Professor

E-mail Address akhoward@rx.umaryland.edu

Job Title Outreach Coordinator

Job Function: \_\_\_ Technical \_\_\_ 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

## **Outreach Coordinator Position Summary:**

The Outreach Coordinator for Clinical Research Study will play a crucial role in promoting and managing community engagement and participant recruitment for clinical research studies. This position involves joining an existing research team and implementing outreach strategies to increase awareness and participation in clinical trials. The ideal candidate will have excellent communication and organizational skills, with a passion for public health and research.

## **Key Responsibilities:**

- **Participant Recruitment:**
  - Develop and execute recruitment plans to meet study enrollment goals.
  - Identify and engage with potential study participants through various channels including community events, social media, healthcare providers, and other relevant networks.
  - Maintain a database of potential participants and track recruitment progress.
  - The studies involve childhood asthma inhaler technique assessment and health literacy related to use of interpreters.
- **Communication and Education:**
  - Create and distribute educational materials about clinical research studies to potential participants and community partners.
  - Respond to inquiries from potential participants and community partners in a timely and professional manner.
- **Data Management and Reporting:**
  - Collect and analyze data related to outreach efforts and participant recruitment.
  - Ensure all outreach activities are documented and comply with regulatory requirements and institutional policies.
- **Collaboration:**
  - Work closely with the clinical research team to understand study protocols and ensure outreach strategies align with study goals.

## **Qualifications:**

**Education:** Will need to complete IRB training as part of role.

**Experience:** No experience needed.

## **Skills:**

- Strong communication, interpersonal, and presentation skills.
- Excellent organizational and project management abilities.
- Proficiency in using social media platforms for outreach purposes.
- Ability to work independently and as part of a team.

- Familiarity with clinical research processes and regulatory requirements is a plus.