

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 URecFit and Wellness
(Full Name of Department)

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

Address SMC Campus Center 621 West Lombard Street, Baltimore, MD 21201

Telephone 410-706-5355 Fax No. 410-706-1472

Work Study Supervisor's Full Name James J Mszanski Jr

Work Study Supervisor's Title Associate Director

E-mail Address jmszanski@umaryland.edu

Alternate Supervisor's Full Name Eric Barron

Alternate Supervisor's Title Director

E-mail Address eric.barron@umaryland.edu

Job Title Facility Supervisor

Job Function: X 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

Phone: 410-706-7347

**Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221;
Baltimore, MD 21201**

Facility Supervisor

Job Description

(Non-Work-Study Student, Federal Work Study Student and C-1)

Department: URecFit and Wellness

Schedule: Temporary/Non-benefited

Shift: On-Site: 100% with some remote training throughout the year

PRIMARY DUTIES

Uphold continuity of operations under the supervision of the full-time exempt staff of URecFit and Wellness

1. Supervise other part time staff positions during opening, closing and weekend shifts.
2. Ensure a safe and conducive facility for staff and patrons.
3. Maintain ongoing crisis management of all emergency action plans and risk reduction procedures.
4. Maintains knowledge; follows and enforces staffing policies, facility rules and procedures.
5. Provides spot operational coverage when needed.
6. Serves as an ambassador for the department when diffusing customer conflicts, and issues.
7. Assists with set up and tear down of special events, programs, and services in the facility and around campus.
8. Responds to all medical emergencies and leads emergency action plan.
9. Submits written reports for all incidents or accidents
10. Attends all in service trainings and meetings in person or virtually when appropriate
11. Maintains lost and found, inventory, follow up and clean out
12. Completes inventory

ADDITIONAL DUTIES FOR NON-WORK STUDY STUDENTS

- Assist with marketing including but not limited to website updates, social media and document development
- Assist with staff training

MINIMUM QUALIFICATIONS

- Supervisory experience preferred.

REQUIRED SKILLS AND ABILITIES

- Thorough knowledge of office practices, procedures and equipment.
- Working knowledge of the principles of office management and supervisor.
- Ability to supervise, motivate and train assigned staff.
- Ability to establish and maintain effective working relationships.
- Strong leadership skills.
- Ability to use own personal computer for accessing on-line platforms such as Zoom, Webex, Office 365, Google Meet, etc.
- Ability to use own personal computer to access the internet to conduct research for programming and update website and calendars.
- CPR, AED and First Aid certified or willingness to obtain.

To be considered for this position, please forward your resume to: urecfitwellness@umaryland.edu

The University of Maryland, Baltimore is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.