

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 Wellness Fellow

Job Function: _ Technical X 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**

Wellness Fellow Job Description



Department: University Recreation Fitness and Wellness (UREcFit & Wellness)

Schedule: Temporary/Non-benefited

Shift: Varies. Mostly weekday with evening and weekend work required.

Hours: Department Specific

Type: Non-exempt

PRIMARY DUTIES

- Conduct research and benchmarking to maintain a relevant and time sensitive wellness website
- Develop the framework of virtual tours for lactation and relaxation space
- Assist with marketing including but not limited to website updates, social media and document development
- Assist with coordinating online and in-person activities, workshops and events around health and wellbeing
- Assist with any technical issues participants may be experiencing during the setup and delivery of special events, programs and services
- Prepare reports on utilization of Wellness programs and services
- Report all injuries or problems and advise participants to seek medical care when appropriate
- Maintain and monitor for compliance of all rules, policies and regulations surrounding services and programs
- Respond politely and promptly to customer inquiries and complaints
- Complete all assignments required during shifts
- Attend all in service trainings and meetings
- Perform scheduled inventory audits
- Additional duties may include marketing and assist with staff training.

Minimum Qualifications

- 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.
- Ability to apply basic analytical skills; to operate manual and automated office equipment, personal computers and spreadsheet software to input data; to communicate effectively both orally and in writing; to prepare and present working papers and supporting documentation
- Outstanding communication, interpersonal, and customer service skills
- Ability to work independently as well as in a team setting
- First Aid, CPR, AED certification or willingness to obtain

If interested, please complete the [online application](#). For more information, regarding wellness programming jobs email [Amanda Breon](#), Senior Assistant Director Wellness.