

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 National Museum of Dentistry
(Full Name of Department)

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

Address 31 S. Greene St., Baltimore MD 21201

Telephone 410-706-0600 Fax No. _____

Work Study Supervisor's Full Name Patrick Cutter

Work Study Supervisor's Title Assistant Director

E-mail Address pcutter@umaryland.edu

Alternate Supervisor's Full Name Dr. Richard Manski

Alternate Supervisor's Title Executive Director

E-mail Address rmanski@umaryland.edu

Job Title Education Program Assistant

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

Phone: 410-706-7347

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

Education Program Assistant

Job Description

The National Museum of Dentistry (NMD) is currently seeking an independent and creative student to serve as an Education Program Assistant. NMD oversees over 50,000 artifacts related to the history of the dental profession and oral health and shares that history and oral health education with a wide range of local, national, and international visitors. The museum's educational programs include tours and activities that are provided to elementary, middle, and high school students, as well as community college, professional, undergraduate, graduate, and public groups interested in oral health, dental history, and career pathways in the dental field.

Training to assist with the educational programs and day-to-day operations will be provided prior to performing any associated duties.

PRIMARY DUTIES

Under the supervision and direction of the Assistant Director, the Education Program Assistant will:

1. Supervise and interact with students participating in field trip programs (may include children 17 years old and under: a background check will be required).
2. Assist with outreach and communication for NMD's educational programs.
3. Assist with day-to-day operations of the museum, including welcoming visitors to the museum, gift shop sales, and answering questions about the museum.
4. Research, review, recommend, and develop educational resources and activities to be included in NMD's educational programming.
5. Performs other related duties and special projects as related to the position and agreeable to the student.

SCHEDULE:

- Hours available 10a.m. to 4p.m. Tuesday through Friday
- Schedule is flexible and based on the preferences, availability, and academic needs of the student and operational needs of NMD.

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