

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 Advanced Oral Sciences and Therapeutics/Division of Prosthodontics  
(Full Name of Department)

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

Address 650 W Baltimore Street, Baltimore, MD 21201

Telephone 410-706-7048 Fax No. 410-706-1655

Work Study Supervisor's Full Name Guadalupe Garcia Fay

Work Study Supervisor's Title Clinical Associate Professor

E-mail Address ggarcia@umaryland.edu

Alternate Supervisor's Full Name Eryn Rich

Alternate Supervisor's Title Academic Services Specialist

E-mail Address erich@umaryland.edu

Job Title Implant Lab Student Assistant

Job Function: \_\_\_ 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](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**

**University of Maryland School of Dentistry  
Advanced Oral Sciences and Therapeutics**

**Federal Work-Study Job Description  
AOST, Implant Prosthodontics Lab Student Assistant**

**General Description**

Under direct supervision and using clear written guidelines, the *Lab Student Assistant* is responsible for assisting in the preparation of materials and paperwork for Implant Labs as well as the fabrication of implant models. All duties are to be performed 100% on campus and may include but are not limited to, organizing and preparing dental armamentarium for students, ensuring that any student paperwork is updated and available for students at the appropriate time, and monitoring the collection of student typodonts to be graded. Will also perform other miscellaneous lab and office duties for labs.

**Specific Duties**

1. Meet with supervising faculty or staff member to discuss the assigned tasks.
2. Pour implant models using guided principles
3. Package individual student supply kits according to the written guidelines for labs, pre-clinical classroom assignments, and assessments.
4. Assemble shared student supplies.
5. Copy all forms necessary for the assignment including Faculty Evaluation sheets, Self-Evaluation sheets, and Material Sign-in and Sign-out sheets.
6. Load all clearly labeled supplies on a cart for the supervising faculty or staff member to review.
7. Unpack cart of left over materials when assignment is complete.
8. Work with prep-dispense and other departments to procure any missing supplies.
9. Collect student work submitted for grading.
10. Perform other similar tasks as asked.

**Qualifications**

*Candidates from SOD are preferred.*

1. Must be able to follow directions.
2. Must be able to maintain confidential information.
3. Must have good computer skills including the Microsoft Office suite.
4. Must be punctual and come ready to work the entire scheduled shift.
5. Must be pleasant and polite to students, faculty and staff.
6. Successful completion of IMPL 538 preferred.