

UNIVERSITY OF MARYLAND  
SUMMER 2012/FALL 2012/SPRING 2013  
FEDERAL WORK-STUDY STUDENT REQUEST  
(Supervisor's On-line Orientation must completed) <http://www.umaryland.edu/fin/workstudy/index.html>

Could this work-site be considered as Community Service? Yes  No

UMB Department The Wellness Hub- Campus Life Services  
(Full Name of Department)

Off-Campus Agency \_\_\_\_\_  
(Full Name of Agency)

Address 621 W Lombard Street, Suite 302, Baltimore, MD 21201

Telephone (410) 706-4450 Fax No. (410) 706-0265

Work Study Supervisor's Name Hillary Edwards

Work Study Supervisor's Title Public Relations Specialist

E-mail Address hedwards@umaryland.edu

Alternate Supervisor's Name Jenny Owens

Alternate Supervisor's Title Assistant Director of Student Communications

E-mail Address jowens@umaryland.edu

Job Title Wellness Fellow

Duties See attached description.

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Completion of this request form does not guarantee the department/agency that Federal Work Study students will actually be referred. The person who signs this form must also sign the Job Certification Form and the biweekly payroll time sheets. If a student exceeds their maximum WS award, the supervisor's department is responsible for paying 100 percent of the over award.

## Wellness Fellows

The Wellness Fellows will assist with daily operations, communications, programming, and research for the Wellness and Academic Life Balance program within Campus Life Services. The Fellows will report directly to the Program Specialist of the Wellness Hub. Fellows will work under minimal direct supervision and exercise a high level of independent judgment, initiative and creativity. Fellows must be self-starters and pro-active workers to be compatible with this position.

## Preferred Skills & Experience

Previous knowledge/experience with any of the following: Strong written and communication skills, event services, program planning and evaluation, social media administration, maternal and child health support, excellent time management, ability to work independently and in team settings.

## Scope of Duties

- Hold office hours to assist in the day-to-day operations of the Wellness Hub at least 3 hours a week
- Promote coaching services and assist staff in scheduling and communications with service stakeholders
- Submit programs to the Campus Life Weekly and the Campus Life Calendar with at least three weeks' notice
- Schedule regular meetings with the Program Specialist to assist in program development
- Coordinate schedules for guests and staff involved in programming
- Increase visibility, program participation of Wellness Hub programs and services
- Assist with sustained marketing efforts via social media websites and University communications
- Assist in research initiatives about wellness and academic-life balance and relevant topics in the field
- Responsible for in-house completion of survey data from program evaluations, focus groups, additional surveys, etc, to identify needs of current stakeholders and assess the effectiveness of the department's programming
- Independently responsible for updating departmental events on the Campus Life calendar and social media sites
- Work collaboratively with other areas in the division.
- Communicate effectively and respond to emails and phone calls as soon as possible and no longer than 24 hours. Must provide 48 hours notice of time off except for cases of emergency
- Attend scheduled Wellness Fellows meetings. Please come prepared to share a status report on your activities and be ready with items to discuss
- Assist other Fellows in the planning and execution of their programs. If leading a program, send reminders emails to those who have volunteered to help and include clear instructions. If helping at a program it is your responsibility to be there and if you are unable you must find a substitute.

## Knowledge and skills derived from experience:

- Program planning, execution, and evaluation
- Administrative operations
- Research methods
- Assist in supervision and enforcement of appropriate programs and services
- Develop and maintain cooperative relationships with other university departments and the community
- Develop academic-life balance