

UNIVERSITY OF MARYLAND
SUMMER 2023/FALL 2023/SPRING 2024
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 <u>X</u>
UMB Department <u>URecFit and Wellness</u>	(Full Name of Department)
Off-Campus Agency _____	(Full Name of Agency- For Off-Campus Positions Only)
Address <u>SMC Campus Center 621 West Lombard Street, Baltimore MD, 21201</u>	
Telephone <u>410-706-5752</u>	Fax No. <u>410-706-1472</u>
Work Study Supervisor's Full Name <u>Eric M. Barron</u>	
Work Study Supervisor's Title <u>Associate Director</u>	
E-mail Address <u>eric.barron@umaryland.edu</u>	
Alternate Supervisor's Full Name <u>Jimmy Mszanski</u>	
Alternate Supervisor's Title <u>Senior Assistant Director</u>	
E-mail Address <u>jmszanski@umaryland.edu</u>	
Job Title <u>Facility Supervisor</u>	
Job Function: <u>X</u> 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 supervisor, 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: urecfit@umaryland.edu