UNIVERSITY OF MARYLAND
SUMMER 2022/FALL 2022/SPRING 2023
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 410-706-5752 Fax No. 410-706-1472

Work Study Supervisor’s Full Name Eric Barron

Work Study Supervisor’s Title Associate Director

E-mail Address eric.barron@umaryland.edu

Alternate Supervisor’s Full Name Julia Wightman

Alternate Supervisor’s Title Director

E-mail Address jwigh001@umaryland.edu

Job Title Front line Operations (Patron, Fitness, Pratt)

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
Frontline Operational
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 (Patron Attendant, Fitness Attendant, Pratt Gym Attendant)

Uphold continuity of operations under the supervision of the full-time exempt staff of URecFit and Wellness

1. Supervise and assist with daily operations of the facility
2. Provide first aid and emergency help and report all injuries or problems.
3. Maintain and monitor compliance of all rules, policies, and regulations
4. Receive and direct incoming calls and visitors
5. Respond politely and promptly to customer inquiries and complaints
6. Provide tours of the facility
7. Maintain continuity of operations by managing patron access, towel service, laundry, event registrations, equipment check out and facility reservations
8. Complete all assignments required during shifts and record participation counts
9. Maintains a clean and safe facility including hourly safety rounds
10. Provide information on appropriate usage of equipment
11. Attend all in-service trainings and meetings in person or virtually when appropriate
12. Maintain accurate statistics and conduct regular facility usage reports
13. Perform scheduled inventory audits
14. Assists with training staff
15. Serve as lead for special events
16. May be assignment other duties such as, marketing and staff training

REQUIRED SKILLS AND ABILITIES

- 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.
- 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.
- Outstanding communication, interpersonal, and customer service skills.
- First Aid, CPR, AED certification or willingness to obtain.

To be considered for this position, please forward your resume to: urecfit@umaryland.edu

The University of Maryland, Baltimore is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.