

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 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 M. Barron

Work Study Supervisor's Title Associate Director

E-mail Address eric.barron@umaryland.edu

Alternate Supervisor's Full Name Jimmy Mszanski

Alternate Supervisor's Title Senior Assistant Director

E-mail Address jmszanski@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

MINIMUM QUALIFICATIONS:

EDUCATION: High School Diploma or GED

REQUIRED KNOWLEDGE/SKILLS/ABILITIES: Ability to read, spell accurately, and write legibly; to communicate effectively; to operate manual and automated office equipment and keyboards; to file documents according to alphabetic and numeric sequences; to understand and follow oral and written instructions; to communicate effectively; to maintain effective work relationships; to perform arithmetic computations.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT: First Aid, CPR, AED certification or willingness to obtain.

To be considered for this position, please forward your resume to: urecfitwellness@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.