

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 Intramural Supervisor

Job Function: X 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](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

## Intramural Sports Supervisor Job Description

**Department:** University Recreation & Fitness (URecFit)  
**Schedule:** Temporary/Non-benefited  
**Shift:** Varies. Mostly weekday with evening and weekend work required.  
**Hours:** Department Specific  
**Type:** Non-exempt

### PRIMARY DUTIES

Under the supervision and direction of the Senior Assistant Director for Sports Programs:

1. Oversees and assists with pregame and post game set up and event break down, and equipment check out.
2. Examines playing venues for safety hazards.
3. Responsible for roster management including assisting players with registration and verifying eligibility.
4. Acts as a liaison for officials and ensures games are called in compliance with URecFit rules.
5. Provides quality supervisor during contests including scorekeeping, anticipate issues, ensure participants are playing in a safe manner.
6. Diffuses potential problems involving spectators, officials or players.
7. Provide first aid and emergency help and report all injuries or problems.
8. Attend all in service trainings and meetings.

### MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Applicants must pass a background check.

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

**To be considered for this position, please forward your resume to:** Jacob Pridemore at [jpridemore@umaryland.edu](mailto:jpridemore@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.*