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 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 Phone: 410-706-7347

Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221; Baltimore, MD 21201
Intramural Supervisor
Job Description
(Non-Work-Study Student and Federal Work Study Student)

Department: URecFit and Wellness
Schedule: Temporary/Non-benefited
Shift: On-Site 100% with some remote training throughout the year

PRIMARY DUTIES FOR ALL (Non-Work-study Student and Federal Work Study)

Uphold continuity of operations under the supervision of the full-time exempt staff of URecFit and Wellness
- Assist with coordinating on campus and online activities, workshops and events
- Assist with any technical issues participants may be experiencing during the setup and delivery of virtual special events, programs and services
- Examine playing venues for safety hazards
- Prepare reports on utilization intramural programs and services
- Responsible for roster management including assisting players with registration and verifying eligibility
- Maintain and monitor for compliance of all rules, policies and regulations surrounding services and programs
- Report all injuries or problems and advise participants to seek medical care when appropriate
- Respond politely and promptly to customer inquiries and complaints
- Attend all in-service trainings and meetings
- Actively pursues corporate sponsorships to benefit the intramural program
- Acts as the leadership team for the Poe Cup Planning Committee

ADDITIONAL DUTIES FOR FEDERAL WORK STUDY STUDENTS

- Assist with marketing including but not limited to website updates, social media and document development
- Assist with staff trainings

REQUIRED SKILLS AND ABILITIES

- 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.
- 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
- Ability to work independently as well as in a team setting
- 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.