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 X No

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: jwight001@umaryland.edu

Job Title: Wellness Educator

Job Function: ___ Technical ___ Administrative ___ Research Lab ___ Research Clinical ___ Tutor X 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
Wellness Educator

Job Description

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

PRIMARY DUTIES

- Plan and coordinate safe and effective online and in-person programs and events around health and wellbeing
- Provide online and in-person peer education to student organizations and other UMB groups
- Administer a variety of online and in-person professional and administrative activities that support and promote health and wellness
- Work collaboratively with other areas in the division
- Effectively communicate and provide feedback to online and in-person wellness program participants
- Evaluate virtual and in-person programs and components through participant feedback
- Complete and maintain accurate and timely participant program records
- Determine any risk associated with online and in-person programs and implement strategies to reduce risk
- Report all injuries or problems and advise participants to seek medical care when appropriate
- Maintain and monitor for compliance of all rules, policies and regulations surrounding virtual and online services and programs
- Respond politely and promptly to customer inquiries and complaints
- Assist in research on campus online and in-person health initiatives and relevant topics in the field
- Maintains clean and safe online and in-person program resources
- Attend all in service trainings and meetings

Minimum Qualifications

- 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.
- Minimum of one semester peer educator experience or equivalent or peer educator certificate
- Ability to work independently and possess energy and enthusiasm
- Knowledge of safe health and wellness program design and principles
- Outstanding communication, interpersonal, and customer service skills
- First Aid, CPR, AED certification or willingness to obtain

If interested, please complete the online application. For more information, regarding wellness programming jobs email Amanda Breon, Senior Assistant Director Wellness.

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