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 ☒ | 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 | Wellness Fellow |
| 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
Wellness Fellow
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

• Conduct research and benchmarking to maintain a relevant and time sensitive wellness website
• Develop the framework of virtual tours for lactation and relaxation space
• Assist with marketing including but not limited to website updates, social media and document development
• Assist with coordinating online and in-person activities, workshops and events around health and wellbeing
• Assist with any technical issues participants may be experiencing during the setup and delivery of special events, programs and services
• Prepare reports on utilization of Wellness programs and services
• 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 services and programs
• Respond politely and promptly to customer inquiries and complaints
• Complete all assignments required during shifts
• Attend all in service trainings and meetings
• Perform scheduled inventory audits
• Additional duties may include; marketing and assist with staff training.

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.
• 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

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.