UNIVERSITY OF MARYLAND
SUMMER 2019/FALL 2019/SPRING 2020
FEDERAL WORK-STUDY SUPERVISOR’S STUDENT REQUEST
(Supervisor’s On-line Orientation must 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________ Wellness Hub (reports to URecFit)
(Full Name of Department)

Off-Campus Agency________ (Full Name of Agency- For Off-Campus Positions Only)

Address____ 621 W. Lombard St. Room 409

Telephone____ 6-0288  Fax No. 6-1472

Work Study Supervisor’s Full Name________ Julia Wightman

Work Study Supervisor’s Title________ Director

E-mail Address________ jwigh001@umaryland.edu

Alternate Supervisor’s Full Name________ Jimmy Heiner

Alternate Supervisor’s Title________ Sr. Asst. Director

E-mail Address________ jheiner@umaryland.edu

Job Title________ Wellness Instructor

Job Function: ______ Technical ______ Administrative ______ Research Lab ______ Research Clinical ______ Tutor ______ Program Admin.

Duties: Plan and coordinate safe and effective programs and events around health and wellbeing. Provide peer education to student organizations and other UMB groups. Provide emergency care when needed and report all injuries. Evaluate programs through participant feedback and maintain accurate records. Attend all in service trainings and meetings.

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 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:
Student Employment Office; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221; Baltimore, MD 21201
Phone: 410-706-7347  E-Mail: fws@umaryland.edu  URL: www.umaryland.edu/workstudy
Wellness Instructor
Job Description

Department: Wellness Hub (reports to URecFit)
Schedule: Temporary/Non-benefited
Hours: Department Specific
Type: Work Study Student

PRIMARY DUTIES

Develop and administer programming under the supervision of the full time Health Educator of the Wellness Hub.

1. Plan and coordinate safe and effective programs and events around health and wellbeing
2. Provide peer education to student organizations and other UMB groups
3. Administer a variety of professional and administrative activities that support and promote health and wellness
4. Work collaboratively with other areas in the division
5. Effectively communicate and provide feedback to wellness program participants
6. Evaluate programs and components through participant feedback
7. Complete and maintain accurate and timely participant program records
8. Determine any risk associated with programs and implement strategies to reduce risk
9. Provide first aid and emergency help and report all injuries or problems
10. Maintain and monitor for compliance of all rules, policies and regulations surrounding services and programs
11. Respond politely and promptly to customer inquiries and complaints
12. Assist in research on campus health initiatives and relevant topics in the field
13. Maintains clean and safe service and program resources
14. Attend all in service trainings and meetings

REQUIRED SKILLS AND ABILITIES

- 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

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