UNIVERSITY OF MARYLAND
2020-2021 - Amended Hiring Request during COVID-19
FEDERAL WORK-STUDY SUPERVISOR’S STUDENT REQUEST
(Supervisor’s On-line Orientation must be completed) http://www.umd.edu/workstudy

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

Mandatory: Attach a job description for this FWS position on the next page (please ensure only telework-capable duties are included).

<table>
<thead>
<tr>
<th>UMB Department</th>
<th>URecFit &amp; Wellness</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Full Name of Department)</td>
<td>(Full Name of Agency - For Off-Campus Positions Only)</td>
</tr>
<tr>
<td>Address</td>
<td>621 W. Lombard Street, Room 415</td>
</tr>
<tr>
<td>Telephone</td>
<td>410-706-7529</td>
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<tr>
<td>Fax No</td>
<td>410-706-1472</td>
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<tr>
<td>Work Study Supervisor’s Full Name</td>
<td>Julia Wightman</td>
</tr>
<tr>
<td>Work Study Supervisor’s Title</td>
<td>Director</td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:jwigh001@umaryland.edu">jwigh001@umaryland.edu</a></td>
</tr>
<tr>
<td>Alternate Supervisor’s Full Name</td>
<td>Jimmy Heiner</td>
</tr>
<tr>
<td>Alternate Supervisor’s Title</td>
<td>Associate Director</td>
</tr>
<tr>
<td>Alternate Supervisor’s E-mail Address</td>
<td><a href="mailto:iheiner@umaryland.edu">iheiner@umaryland.edu</a></td>
</tr>
<tr>
<td>Job Title</td>
<td>Fitness Supervisor</td>
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<tr>
<td>Job Function:</td>
<td>COVID Technical, COVID Research Lab/Clinical, COVID Tutor, COVID Program Admin</td>
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</tbody>
</table>

Telework Duties Only: Please attach a separate job description (see below)

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.

Be sure completed form to: E-Mail: jwigh001@umaryland.edu Phone: 410-706-7347

Updated July 24, 2020
Fitness Supervisor – Work Study
Teleworking
Job Description

Department: URecFit & Wellness
Schedule: Temporary/Non-benefited
Shift: Teleworking - Varies. Mostly weekday with evening and weekend work required.

PRIMARY DUTIES

Under the supervision and direction of the Sr. Assistant Director for Fitness Programs:

1. Assist with marketing including but not limited to website updates, social media and document development
2. Assist with coordinating online activities, workshops and events
3. Assist with any technical issues participants may be experiencing during the setup and delivery of virtual special events, programs and services
4. Prepare reports on utilization of online and virtual programs and services
5. Assist with program participant management including assisting individuals with registration and verifying eligibility
6. Maintain and monitor for compliance of all rules, policies and regulations surrounding services and programs
7. Respond politely and promptly to customer inquiries and complaints
8. Attend all in service trainings and meetings
9. Actively pursues corporate sponsorships to benefit the fitness programs

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: Jimmy Mszanski at jmszanski@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.