UNIVERSITY OF MARYLAND
SUMMER 2020 – Amended Hiring Request during COVID19
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 (please ensure only telework capable duties are included).

Could this work-site be considered as Community Service? Yes □ No □ Yes □ No □

UMB Department URecFit & Wellness
(Full Name of Department)

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

Address 621 W. Lombard Street, Room 415

Telephone 410-706-7529 Fax No. 410-706-1472

Work Study Supervisor’s Full Name Julia Wightman

Work Study Supervisor’s Title Director

E-mail Address jwigh001@umd.edu

Alternate Supervisor’s Full Name Cody Sizemore and Jimmy Heiner

Alternate Supervisor’s Title Associate Director and Associate Director

E-mail Address csizemore@umd.edu jheiner@umd.edu

Job Title Wellness/Peer Educator Instructor

Job Function COVID Technical COVID Research Lab/Clinical COVID Tutor COVID Program Admin

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.

Return completed form to: E-Mail: fss@umd.edu Phone: 410-706-7347

Updated April 29, 2020
Wellness Instructor
Job Description

Department: Wellness Hub (reports to URecFit)
Schedule: Temporary/Non-benefited
Shift: Teleworking - varies

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 online and virtual programs and events around health and wellbeing
2. Provide online and virtual peer education to student organizations and other UMB groups
3. Administer a variety of online and virtual 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 online and virtual wellness program participants
6. Evaluate virtual and online programs and components through participant feedback
7. Complete and maintain accurate and timely participant program records
8. Determine any risk associated with online and virtual programs and implement strategies to reduce risk
9. Report all injuries or problems and advise participants to seek medical care when appropriate
10. Maintain and monitor for compliance of all rules, policies and regulations surrounding virtual and online services and programs
11. Respond politely and promptly to customer inquiries and complaints
12. Assist in research on campus online and virtual health initiatives and relevant topics in the field
13. Maintains clean and safe online and virtual program resources
14. Attend all in service trainings and meetings

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.
- 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.