UNIVERSITY OF MARYLAND
SUMMER 2020 – 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 (please ensure only telework capable duties are included).

Could this work-site be considered as Community Service? Yes [ ] No [x]

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 Fellow


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: fws@umd.edu Phone: 410-706-7347

Updated April 29, 2020
Wellness Fellow
Job Description

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

PRIMARY DUTIES

Uphold continuity of online and virtual operations and programming under the supervision of the full time Health Educator of the Wellness Hub.

1. Conduct research and benchmarking to maintain a relevant and time sensitive wellness website
2. Develop the framework of virtual tours for lactation and relaxation space
3. Assist with marketing including but not limited to website updates, social media and document development
4. Assist with coordinating online activities, workshops and events around health and wellbeing
5. Assist with any technical issues participants may be experiencing during the setup and delivery of virtual special events, programs and services
6. Prepare reports on utilization of online and virtual Wellness Hub programs and services
7. Report all injuries or problems and advise participants to seek medical care when appropriate
8. Maintain and monitor for compliance of all rules, policies and regulations surrounding services and programs
9. Respond politely and promptly to customer inquiries and complaints
10. Complete all assignments required during shifts
11. Attend all in service trainings and meetings
12. Perform scheduled inventory audits

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: 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.