

UNIVERSITY OF MARYLAND  
SUMMER 2023/FALL 2023/SPRING 2024  
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 X

UMB Department Advanced Oral Sciences and Therapeutics/Division of Prosthodontics  
(Full Name of Department)

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

Address 650 W Baltimore St. Baltimore, MD 21201

Telephone 410-706-3924 Fax No. 410-706-1655

Work Study Supervisor's Full Name Loana Tovar Suinaga

Work Study Supervisor's Title Clinical Assistant Professor, Co-director Predoctoral Prosthodontics

E-mail Address ltovarsuinaga@umaryland.edu

Alternate Supervisor's Full Name Erin Maurantonio

Alternate Supervisor's Title AOST Office Manager

E-mail Address emaurantonio@umaryland.edu

Job Title Fixed Prosthodontics Lab Student Assistant

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](mailto:FWS@umaryland.edu)

Phone: 410-706-7347

*Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221;  
Baltimore, MD 21201*

## **Detailed Job Description of Position:**

### **General Description**

Under direct supervision and using clear written guidelines, the Lab Student Assistant is responsible for assisting in the preparation of materials and paperwork for Fixed Prosthodontics Lab Courses. All duties are to be performed 100% on campus and may include but are not limited to, organizing and preparing dental armamentarium for students, ensuring that any student paperwork is updated and available for students at the appropriate time, and monitoring the collection of student typodonts to be graded. Will also perform other miscellaneous lab and office duties for labs.

### **Specific Duties**

1. Meet with supervising faculty or staff member to discuss the assigned tasks.
2. Assists in packaging and distributing supplies for different Fixed activities.
3. Work with Academic Coordinator for copy all forms necessary for the assignment including Faculty Evaluation sheets, Self-Evaluation sheets, and Material Sign-in and Sign-out sheets.
4. Collect necessary forms and digitalized when necessary.
5. Responsible for picking up and drop off typodonts once grading has been finalized.
6. Work with Academic coordinator for materials or missing supplies.
7. Collect student work submitted for grading.
8. Perform other similar tasks as asked.

### **Qualifications**

Candidates from SOD are preferred.

1. Must be able to follow directions.
2. Must be able to maintain confidential information.
3. Must have good computer skills including the Microsoft Office suite.
4. Must be punctual and come ready to work the entire scheduled shift.
5. Must be pleasant and polite to students, faculty and staff.
6. Successful completion of REST 528B preferred.