

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 <input checked="" type="checkbox"/>
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	410-706-7537	Fax No. 410-706-1655
Work Study Supervisor's Full Name	Guadalupe Garcia Fay	
Work Study Supervisor's Title	Clinical Associate Professor	
E-mail Address	ggarcia@umaryland.edu	
Alternate Supervisor's Full Name	Erin Maurantonio	
Alternate Supervisor's Title	AOST Office Manager	
E-mail Address	emaurantonio@umaryland.edu	
Job Title	Implant Lab Student Assistant	
Job Function:	___ Technical ___ Administrative ___ Research Lab ___ Research Clinical ___ Tutor <input checked="" type="checkbox"/> 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:



*Federal Work-Study  
Job Description  
AOST, Implant Lab Student Assistant*

### **University of Maryland School of Dentistry Advanced Oral Sciences and Therapeutics**

### **Federal Work-Study Job Description AOST, Implant Prosthodontics Lab Student Assistant**

#### **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 Implant Labs as well as the fabrication of implant models. 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. Pour implant models using guided principles
3. Package individual student supply kits according to the written guidelines for labs, pre-clinical classroom assignments, and assessments.
4. Assemble shared student supplies.
5. Copy all forms necessary for the assignment including Faculty Evaluation sheets, Self-Evaluation sheets, and Material Sign-in and Sign-out sheets.
6. Load all clearly labeled supplies on a cart for the supervising faculty or staff member to review.
7. Unpack cart of left over materials when assignment is complete.
8. Work with prep-dispense and other departments to procure any missing supplies.
9. Collect student work submitted for grading.
10. 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 IMPL 538 preferred.