UNIVERSITY OF MARYLAND
SUMMER 2019/FALL 2019/SPRING 2020
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST
(Supervisor's On-line Orientation must 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 X No

UMB Department ______ Pre-Doctoral 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 ______ 410-706-3642 Fax No.

Work Study Supervisor's Full Name ______ Dr. Tom Oates

Work Study Supervisor's Title ______ Chair, Advanced Oral Sciences and Therapeutics

E-mail Address ______ toates@umaryland.edu

Alternate Supervisor's Full Name ______ Dr. Elias Rivera

Alternate Supervisor's Title ______ Director, Pre-Doctoral Prosthodontics

E-mail Address ______ erivera@umaryland.edu

Job Title ______ TA - Teaching Assistant

Job Function: ______ Technical X Administrative ______ Research Lab ______ Research Clinical ______ Tutor ______ Program Admin.

Duties
Will assist Dr. Rivera with course REST 528 - collecting and tracking student assignments, assisting students with assignments and logistics, and assisting Dr. Rivera with academic administrative work. See Job Description Attached.

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:
Student Employment Office; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221; Baltimore, MD 21201
Phone: 410-706-7347 E-Mail: fws@umaryland.edu URL: www.umaryland.edu/workstudy
Teaching Assistant – Fixed Prosthodontics Pre-Doctoral Clinical Lab
Job Description

Clinical tasks to include but not limited to organizing clinical area, checking inventory/supplies, stocking treatment rooms.
Clerical tasks to include but not limited to data entry, making copies, organizing work to be returned to students, etc.
Specific Duties:

- Assist in developing a plan for workflow in the lab
- Collaborate with faculties to monitor the progress of exercise on preclinical lab
- Assist in handling paper work including collecting lab sig off forms at the end of the lab exercises
- Assist on identify students that are falling behind in a particular lab exercise
- Fabricate dental stone models as needed for the course
- Assisting in organizing the lab benches for a given exercise
- Monitored the flow of dental materials: dispensing, collecting back and storing

Primary Skills Required: Must have a pleasant attitude, good computer skills, eager to work, punctual, be able to handle confidential student and/or patient information without incident.

Knowledgeable in Microsoft Word and Excel software. Knowledge of Axium a plus.