

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

UMB Department SOM- ANESTHESIOLOGY: MASTRI CENTER
(Full Name of Department)

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

Address 22 SOUTH GREENE STREET S7B03 BALTIMORE MD, 21201

Telephone 410-328-8428 Fax No. N/A

Work Study Supervisor's Full Name KATIE GORDON MSN, CNE, CHSE, RN

Work Study Supervisor's Title SIMULATION EDUCATOR

E-mail Address KGORDON@SOM.UMARYLAND.EDU

Alternate Supervisor's Full Name KELLY GREGORY BSN, RN, C-EFM

Alternate Supervisor's Title SIMULATION TRAINING SPECIALIST

E-mail Address KGREGORY@SOM.UMARYLAND.EDU

Job Title STUDENT SIMULATION TECHNICIAN

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

Phone: 410-706-7347

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

Job Description:

The Student Simulation Technician (SST) will be responsible for supporting the daily activities of the Maryland Advanced Simulation Training Research and Innovation (MASTRI) Center at the School of Medicine.

Responsibilities:

1. Assisting with setup and breakdown of simulation rooms, mannequins, skill trainers, and other simulation equipment.
2. Maintain adequate levels of supplies in simulation rooms and storage areas.
3. Assist with organization and maintenance of moulage materials, including creation of new moulage materials as needed.
4. Assist with transporting and setting up of equipment for in-situ simulations.
5. Assist with other tasks as directed by MASTRI staff.
6. Screens telephone calls and visitors.
7. Prepares background and support materials following general instructions.
8. Assists with equipment maintenance.

Qualifications:

Familiarity with computer and information technology preferred. General knowledge of and skill in the practical application of generally accepted office practices and procedures. Ability to communicate effectively both orally and in writing. Ability to understand and follow oral and written instructions. Ability to interact effectively with internal and external parties in a courteous and efficient manner. Qualified candidates must be able to lift 40 pounds for short periods of time. Familiarity with medical procedures and healthcare environment preferred.