

**UNIVERSITY OF MARYLAND
SUMMER 2025/FALL 2025/SPRING 2026
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 Department of Physical Therapy and Rehabilitation Science
(Full Name of Department)

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

Address 100 South Penn Street, Suite 115, Baltimore, MD 21201

Telephone 410-706-0566 Fax No. 410-706-6387

Work Study Supervisor's Full Name Aynsley Leigh Hamel

Work Study Supervisor's Title Academic Services Specialist

E-mail Address ahamel@som.umaryland.edu

Alternate Supervisor's Full Name Samantha Benton

Alternate Supervisor's Title Academic Support Coordinator

E-mail Address sabenton@som.umaryland.edu

Job Title Program Assistant

Job Function: _____ Technical _____ Administrative _____ Research Lab _____ Research Clinical _____ Tutor X 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**

The Program Assistant in the Department of Physical Therapy and Rehabilitation Science will be asked to work on the following tasks:

- Put away and set out equipment for labs in the DPT Program, ensuring it is in proper working order
- Tidy lab spaces by putting chairs and stools away, and ensuring that cleaning supplies are fully stocked
- With direction, manage the organization of the PTRS storage closet
- With guidance, repair certain equipment, such as wheelchairs
- Prepare kits of supplies and tools for incoming classes
- Assist in the preparation of events by assembling nametags and programs, preparing white coats, creating signage and other necessary logistics
- Assist during events by distributing programs, welcoming guests and other last-minute setup needs
- Assist faculty and staff with office needs such as making copies, entering data, organizing files, disposing of University equipment and other administrative functions
- Assist faculty with data collection and entry for research projects
- Retrieve articles for faculty to review
- Assist Information Technology group in the preparation of Blackboard sites for upcoming courses