

UNIVERSITY OF MARYLAND  
SUMMER 2024/FALL 2024/SPRING 2025  
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 URecFit and Wellness  
(Full Name of Department)

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

Address SMC Campus Center 621 West Lombard Street, Baltimore, MD 21201

Telephone 410-706-5355 Fax No. 410-706-1472

Work Study Supervisor's Full Name James J Mszanski Jr

Work Study Supervisor's Title Associate Director

E-mail Address jmszanski@umaryland.edu

Alternate Supervisor's Full Name Eric Barron

Alternate Supervisor's Title Director

E-mail Address eric.barron@umaryland.edu

Job Title Wellness Educator

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](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**

## Wellness Educator Job Description

**Department:** University Recreation Fitness and Wellness (URecFit & Wellness)

**Schedule:** Temporary/Non-benefited

**Shift:** Varies. Mostly weekday with evening and weekend work required.

**Hours:** Department Specific

**Type:** Non-exempt

### PRIMARY DUTIES

- Plan and coordinate safe and effective online and in-person programs and events around health and wellbeing
- Provide online and in-person peer education to student organizations and other UMB groups
- Administer a variety of online and in-person professional and administrative activities that support and promote health and wellness
- Work collaboratively with other areas in the division
- Effectively communicate and provide feedback to online and in-person wellness program participants
- Evaluate virtual and in-person programs and components through participant feedback
- Complete and maintain accurate and timely participant program records
- Determine any risk associated with online and in-person programs and implement strategies to reduce risk
- Report all injuries or problems and advise participants to seek medical care when appropriate
- Maintain and monitor for compliance of all rules, policies and regulations surrounding virtual and online services and programs
- Respond politely and promptly to customer inquiries and complaints
- Assist in research on campus online and in-person health initiatives and relevant topics in the field
- Maintains clean and safe online and in-person program resources
- Attend all in service trainings and meetings

### Minimum Qualifications

- Ability to use own personal computer for accessing on-line platforms such as Zoom, Webex, Office 365, Google Meet, etc.
- Ability to use own personal computer to access the internet to conduct research for programming and update website and calendars.
- Minimum of one semester peer educator experience or equivalent or peer educator certificate
- Ability to work independently and possess energy and enthusiasm
- Knowledge of safe health and wellness program design and principles
- Outstanding communication, interpersonal, and customer service skills
- First Aid, CPR, AED certification or willingness to obtain

If interested, please complete the [online application](#). For more information, regarding wellness programming jobs email [Amanda Breon](#), Senior Assistant Director Wellness.