

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 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, 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 Cindy Paige - Desi

Alternate Supervisor's Title Manager, Academic Programs

E-mail Address cpaigedesi@som.umaryland.edu

Job Title Program Assistant

Job Function: ___ Technical X Administrative ___ Research Lab X 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:

- Under supervision, put away and set out equipment for labs in the DPT Program, and ensuring it is in proper working order
- Tidy lab spaces, including putting chairs and stools away, and ensuring that cleaning supplies are fully stocked
- With direction, manage the organization of the PTRS storage closet
- Under supervision, repair certain equipment, such as wheelchairs
- Prepare kits of supplies and tools for incoming classes
- Assist in the preparation of events including assembling nametags and programs, preparing white coats, creating signage and other necessary logistics
- Assist at events with distribution of programs, welcoming guest and other last-minute setup needs
- Assist faculty and staff with office needs such as making copies, data entry, 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 course's Blackboard sites for upcoming semester