

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 <input checked="" type="checkbox"/>
UMB Department	Division of Human Genetics	
	(Full Name of Department)	
Off-Campus Agency	n/a	
	(Full Name of Agency- For Off-Campus Positions Only)	
Address	737 W Lombard St Suite 195 Baltimore MD 21201	
Telephone	410-328-3335	Fax No. 410-328-5484
Work Study Supervisor's Full Name	Carol Greene	
Work Study Supervisor's Title	Physician	
E-mail Address	carol.greene@som.umaryland.edu	
Alternate Supervisor's Full Name	Sadie Roulston	
Alternate Supervisor's Title	Genetic Counselor	
E-mail Address	sadie.roulston@som.umaryland.edu	
Job Title	Office Assistant	
Job Function:	<input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Research Lab <input type="checkbox"/> Research Clinical <input type="checkbox"/> Tutor <input type="checkbox"/> 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**

Genetics: Office Assistant

This position is 100% on campus with no option for telework. We are seeking two students to work in the Clinical Genetics office

Under direction of office and clinical staff, work study employee will make appointment calls, assist with patient correspondence through letter, phone, and email. Individual may be asked to assist with medical record requests, appointment referrals and authorizations, record management, chart review, and letter writing. In addition, other duties including filing, chart preparation and assistance in overall maintenance of office organization may be assigned.