



**UNIVERSITY OF MARYLAND
SUMMER 2011/FALL 2011/SPRING 2012
FEDERAL WORK-STUDY STUDENT REQUEST
(Supervisor's On-line Orientation must completed)
<http://www.umaryland.edu/fin/workstudy/index.html>**

Could this work-site be considered as Community Service? Yes No

UMB Department Pediatrics Division of Human Genetics
(Full Name of Department)

Off-Campus Agency _____
(Full Name of Agency)

Address 737 W Lombard St Rm 195 Baltimore, Md. 21201

Telephone (410) 328-3335 Fax No. (410) 328-5484

Work Study Supervisor's Name Carol L Greene

Work Study Supervisor's Title MD, Director of Clinical Genetics

E-mail Address cgreene@peds.umaryland.edu

Alternate Supervisor's Name Kyla Morphy

Alternate Supervisor's Title Genetic Counselor

E-mail Address kmorphy@peds.umaryland.edu

Job Title Office Assistant

Duties Under direction of office and clinical staff will make appointment confirmation calls, request medical records for upcoming appointments and assist with record management. Additionally, will assist w/tracking adult billing and reimbursement, as well as other duties as assigned.

Number of students requested to perform duties described above 1
(Complete a separate request form for a job with different duties)

Completion of this request form does not guarantee the department/agency that Federal Work Study students will actually be referred. The person who signs this form must also sign the Job Certification Form and the biweekly payroll time sheets. If a student exceeds their maximum WS award, the supervisor's department is responsible for paying 100 percent of the over award.

601 W. Lombard St., Suite 221 * Baltimore, Maryland 21201-1575 * 410 706 7347 * 410 706 0824 fax