UNIVERSITY OF MARYLAND
SUMMER 2019/FALL 2019/SPRING 2020
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST
(‘Supervisor’s On-line Orientation must be completed) http://www.umd.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: DIVISION OF HUMAN GENETICS
(Full Name of Department)

Off-Campus Agency: ________________________________
(Full Name of Agency- For Off-Campus Positions Only)
Address: 737 W LOMBARD ST, STE 195, BALTIMORE, MD. 21201

Telephone: 410-328-3336 Fax No: 410-328-5484

Work Study Supervisor’s Full Name: CAROL L. GREENE, MD

Work Study Supervisor’s Title: CLINICAL GENETICIST

E-mail Address: CAROL.GREENE@SOM.UMARYLAND.EDU

Alternate Supervisor’s Full Name: JENNIFER PERRY

Alternate Supervisor’s Title: ADMINISTRATIVE ASSISTANT

E-mail Address: JFOY@SOM.UMARYLAND.EDU

Job Title: OFFICE ASSISTANT


Duties: Under direction of the office and clinical staff employees 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.

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 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:
Student Employment Office; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221; Baltimore, MD 21201
Phone: 410-706-7347 E-Mail: fa@umd.edu URL: www.umd.edu/workstudy
**Genetics: Office Assistant**

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.