



UNIVERSITY OF MARYLAND
SUMMER 2023/FALL 2023/SPRING 2024
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 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 Street 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 Physician

E-mail Address sadie.roulston@som.umaryland.edu

Job Title Office Assistant

Job Function: ___ Technical X Administrative ___ Research Lab ___ Research Clinical ___ Tutor ___ 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.