

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

UMB Department SOM | Genetic Counseling  
(Full Name of Department)

Off-Campus Agency \_\_\_\_\_  
(Full Name of Agency- For Off-Campus Positions Only)

Address 685 W. Baltimore St. MSTF 314

Telephone 410-706-4713 Fax No. 410-706-1644

Work Study Supervisor's Full Name Shannan D. Dixon, MS, PhD, LCGC

Work Study Supervisor's Title Director, MGC Program

E-mail Address sdelany@som.umaryland.edu

Alternate Supervisor's Full Name Ann S. Toma

Alternate Supervisor's Title Sr. Academic Services Specialist

E-mail Address atoma@som.umaryland.edu

Job Title Program Administrator

Job Function: \_\_\_ Technical \_\_\_ 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](mailto:FWS@umaryland.edu)

Phone: 410-706-7347

Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221;  
Baltimore, MD 21201

## Job Description Program Administration 2024/2025

The selected candidate will assist in the preparation of applicant materials and program website modifications. They will prepare a variety of documents from material created by the faculty. Specifically, they will be working on the Genetic Counseling Student Handbook, course evaluations, and updating the alumni database. They will maintain correspondence files and send correspondence in accordance with general instructions from the Director of the Genetic Counseling Program.