UNIVERSITY OF MARYLAND
SUMMER 2019/FALL 2019/SPRING 2020
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST
(Supervisor's Online Orientation must 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. USF 3.14

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

Work Study Supervisor's Full Name: Jessica Scott

Work Study Supervisor’s Title: Genetic Counselor, Cancer

E-mail Address: jessica.scott@umm.edu

Alternate Supervisor’s Full Name: Ann Toma

Alternate Supervisor’s Title: Academic Specialist

E-mail Address: atoma@som.umaryland.edu

Job Title: Clinical Assistant


Duties: Triage phone calls, assist w/ prep. of laboratory reports, forms, perform literature searches, other general admin functions under the supervision of the UMD Cancer Genetic Counselor

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: fws@umdmaryland.edu URL: www.umaryland.edu/workstudy
Job description for Genetic Counseling Clinical Assistant:

This position would involve assisting a cancer genetic counselor. The work study student would triage phone calls, sort through patient results, call out results to patients as appropriate and document his/her conversations with the patients. He/she would also complete test requisition forms, call laboratories with specific inquiries and perform literature searches, all under the direction and supervision of a genetic counselor and academic coordinator. The person who fills this position may be asked to participate in other administrative tasks as needed by the team and agreed upon by the work study student.