

UNIVERSITY OF MARYLAND
SUMMER 2025/FALL 2025/SPRING 2026
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 DEPT. OF DB/GEN/CAFC
(Full Name of Department)Off-Campus Agency _____
(Full Name of Agency- For Off-Campus Positions Only)Address 22 S. GREENE ST. CAFC 6th FLOORTelephone 410-328-3865 Fax No. 410-328-2599Work Study Supervisor's Full Name AUSTIN JANAITISWork Study Supervisor's Title DIRECTOR - PERINATAL GENETICSE-mail Address ajanaitis@som.umaryland.eduAlternate Supervisor's Full Name HANNAH JOHNSTONBAUGHAlternate Supervisor's Title GENETIC COUNSELORE-mail Address hannah.johnstonbaugh@som.umaryland.eduJob Title GENETIC COUNSELING CLINICAL ASSISTANTJob 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

Phone: 410-706-7347

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

Job description for Genetic Counseling Clinical Assistant:

This position would involve assisting a prenatal 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.