UNIVERSITY OF MARYLAND
2020-2021 – Amended Hiring Request during COVID19
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST
(Supervisor’s On-line Orientation must be completed) http://www.umaryland.edu/workstudy

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

Mandatory: Attach a job description for this FWS position on the next page (please ensure only telework capable duties are included).

Could this work-site be considered as Community Service? Yes____ No X____

UMB Department: Medicine
(Full Name of Department)

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

Address 670 West Baltimore Street, Room 4040, Baltimore, MD 21201

Telephone 410-706-1630 Fax No. NA

Work Study Supervisor’s Full Name Toni Pollin

Work Study Supervisor’s Title Associate Professor

E-mail Address tpollin@som.umaryland.edu

Alternate Supervisor’s Full Name Kristin Maloney

Alternate Supervisor’s Title Instructor

E-mail Address kmaloney1@som.umaryland.edu

Job Title Research Assistant


Telework Duties Only: Please attach a separate job description (see below)

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: E-Mail: fws@umaryland.edu Phone: 410-706-7347
Detailed Job Description of Telework Capable Position:

Assist with the ClinGen Monogenic Diabetes Expert Panel for Variant Curation by assisting with variant curation, preparing slides for and attending project WebEx/Zoom meetings, and assisting in other aspects of the project as requested. All duties can be performed by remotely, so this position is a telework capable position.