

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 SOM / Genetic Counseling / Cancer

(Full Name of Department)

Off-Campus Agency

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

Address 685 W. Baltimore Street, Baltimore, MD, 21201

Telephone 410-706-4713

Fax No. 410-706-1644

Work Study Supervisor's Full Name Katharine Bisordi, MS, MGC, Licensed CGC

Work Study Supervisor's Title Genetic Counselor

E-mail Address kbisordi@som.umaryland.edu

Alternate Supervisor's Full Name Ann Toma

Alternate Supervisor's Title Senior Academic Services Specialist

E-mail Address atoma@som.umaryland.edu

Job Title Genetic Counseling Research Assistant

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

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 clinical cancer genetic counselor(s).

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, perform literature searches, write/update templates, track amended reports, and other tasks, all under the direction and supervision of the genetic counselor(s) 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.