

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
(Full Name of Department)Off-Campus Agency _____
(Full Name of Agency- For Off-Campus Positions Only)Address 685 W. Baltimore St. MSTF 314Telephone 410-706-4713 Fax No. 410-706-1644Work Study Supervisor's Full Name Shannon D. Dixon, MS, PhD. CGCWork Study Supervisor's Title Director, MGC ProgramE-mail Address sdelay@som.umaryland.eduAlternate Supervisor's Full Name Ann S. TomaAlternate Supervisor's Title Sr. Acad. Serv. SpecialistE-mail Address atoma@som.umaryland.eduJob Title Program AdministratorJob 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 Program Administration 2025/2026

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.