

**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 X _____

UMB Department Dept of Medicine, Program for Personalized and Genomic Medicine
(Full Name of Department)

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

Address 670 W. Baltimore St., HSF III, 4th floor

Telephone 410-706-8943 Fax No. N/A

Work Study Supervisor's Full Name Stephanie Ashley

Work Study Supervisor's Title Assistant Professor

E-mail Address sashley@som.umaryland.edu

Alternate Supervisor's Full Name Kate Autry

Alternate Supervisor's Title Clinical Business Operations Director

E-mail Address KAutry@som.umaryland.edu

Job Title Research Assistant

Job Function: _____ Technical _____ Administrative _____ Research Lab X 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**

UM SOM Program for Personalized and Genomic Medicine

Research Assistant Job Description, 2025-2026

We are seeking an outgoing and detail-oriented work study student to support the *My Healthy Maryland Precision Medicine Research* initiative. This position includes both participant-facing and data-focused responsibilities. On-campus participant recruitment involves initiating conversations, engaging with the public in a friendly, professional manner, sharing study information, and consenting participants. Responsibilities also include monitoring study data for quality and completeness.

Ideal candidates are comfortable speaking with diverse groups of people, have strong attention to detail, and are interested in contributing to public health and research. Additional responsibilities may include assisting with study materials and other tasks as assigned. This is a great opportunity for students who enjoy a mix of interaction and independent work within a collaborative, mission-driven team.