

UNIVERSITY OF MARYLAND  
SUMMER 2024/FALL 2024/SPRING 2025  
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 OB/GYN - CAFC  
(Full Name of Department)

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

Address 22. S. Greene St. CAFC 6<sup>th</sup> FLOOR

Telephone 410-328-3865 Fax No. 410-328-2599

Work Study Supervisor's Full Name Amanda Higgs

Work Study Supervisor's Title Director - Perinatal Genetics

E-mail Address ahiggs@umm.edu

Alternate Supervisor's Full Name Hannah Johnstonbaugh

Alternate Supervisor's Title Genetic Counselor

E-mail Address hannah.johnstonbaugh@som.umaryland.edu

Job Title Genetic Counseling Clinical 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](mailto: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.