

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 SOM Genetic Counseling / Cancer
(Full Name of Department)

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

Address 685 W. Baltimore St.

Telephone 410-706-4713 Fax No. 410-706-1644

Work Study Supervisor's Full Name Katharine Bisardi, LCGC

Work Study Supervisor's Title Cancer Genetic Counselor

E-mail Address kbisardi@som.umaryland.edu

Alternate Supervisor's Full Name Ann Toma

Alternate Supervisor's Title Sr. 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 cancer 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.