

SEFS Academic Year RA Job Description & Hiring Form

This form is for RA work requiring full-time registration

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|---|---|
| RA Student Full Name: | |
| Appointment Period: | <input type="checkbox"/> AUTUMN <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING or nonstandard dates: From ___/___/___ to ___/___/___ |
| Grant Name, Budget Number, and Pay Schedule: | _____ - - - - - <input type="checkbox"/> Schedule 1 <input type="checkbox"/> Schedule 3 |
| P.I./Supervisor Name: | |
| RA Email Address: | |
| RA Office Location: | |
| RA Home Department: | |
| RA Citizenship: | <input type="checkbox"/> US Citizen <input type="checkbox"/> Other _____ (fill in) |
| RA UW I.D. Number: | UW Student Number: _____ |

CERTIFICATIONS, LICENSES, NEEDED FOR THIS APPOINTMENT

- | | |
|--|--|
| <input type="checkbox"/> Animal Use Laws & Regulations Training | <input type="checkbox"/> Hazardous Materials Certification |
| <input type="checkbox"/> First Aid/CPR, required for fieldwork or wet labs | <input type="checkbox"/> Wilderness First Aid, required for remote sites |
| <input type="checkbox"/> Drivers' License | <input type="checkbox"/> International Students: Work authorization? |

Check all duties that apply to this individual:

- | | |
|---|---|
| <input type="checkbox"/> Prepare materials for Human Subjects Review Board | <input type="checkbox"/> Write articles, reports and/or presentations |
| <input type="checkbox"/> Recruit subjects | <input type="checkbox"/> Review literature |
| <input type="checkbox"/> Interview subjects | <input type="checkbox"/> Prepare grant materials for submission |
| <input type="checkbox"/> Prepare materials for Animal Care Review Committee | <input type="checkbox"/> Prepare materials for experimental use |
| <input type="checkbox"/> Feed and care for subject animals | <input type="checkbox"/> Keep accurate records of experimental data |
| <input type="checkbox"/> Clean animal cages | <input type="checkbox"/> Provide ready access to all experimental data for PI and/or supervisor |
| <input type="checkbox"/> Monitor subject animals | <input type="checkbox"/> Manage and respond to experiment-related e-mail |
| <input type="checkbox"/> Administer drugs, hormones or other chemicals | <input type="checkbox"/> Prepare website materials |
| <input type="checkbox"/> Perform surgical procedures | <input type="checkbox"/> Maintain (update) webpage materials |
| <input type="checkbox"/> Prepare materials for lab sessions | <input type="checkbox"/> Supervise undergraduate students |
| <input type="checkbox"/> Run experiments | <input type="checkbox"/> Maintain records on individual students' assignment completion |
| <input type="checkbox"/> Prepare chemical or other solutions | <input type="checkbox"/> Maintain student attendance records |
| <input type="checkbox"/> Request or acquire necessary equipment | <input type="checkbox"/> Act as liaison/mediator between undergraduate student and professor |
| <input type="checkbox"/> Develop and construct lab equipment | <input type="checkbox"/> Attend lab meetings |
| <input type="checkbox"/> Clean laboratory and equipment | <input type="checkbox"/> Attend area seminars |
| <input type="checkbox"/> Wash glassware | <input type="checkbox"/> Attend other courses as required |
| <input type="checkbox"/> Order equipment | |
| <input type="checkbox"/> Oversee budget | |
| <input type="checkbox"/> Analyze data | |

Other specific duties: _____

RA (Academic Student Employee) Signature: _____ Date: _____

Faculty Supervisor Signature: _____ Date: _____

PI/Budget Authorization (if different than Faculty Supervisor) _____ Date: _____

Student & Academic Services Office Use Only

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|--|--|--|--|
| <input type="checkbox"/> Pre-MS | <input type="checkbox"/> Post MS | <input type="checkbox"/> PhD Candidate | <input type="checkbox"/> First Aid or Other Training |
| Job Code: | Monthly Salary: | | |
| Tuition Compensation for Schedule 3: | <input type="checkbox"/> New Incoming Graduate Student | | |
| Total Monthly Salary: | | | |
| <input type="checkbox"/> Appointment Letter Sent | Date: | | |