

SEFS SUMMER RA Job Description & Hiring Form

This form is for RA work requiring registration for a minimum of 2 credits, or graduate hourly work

RA Full Name:	
Appointment Period:	<input type="checkbox"/> Summer Full Quarter or non standard dates: From ___/___/___ to ___/___/___
Type of Appointment and Grant Information:	Grant Name and Budget Number: _____ - - - - - <input type="checkbox"/> Regular RA with 2 credit minimum registration & insurance eligible: Pay Schedule: <input type="checkbox"/> Schedule 1 <input type="checkbox"/> Schedule 3 <input type="checkbox"/> non-registering GRSA/hourly ≥ 20 hours per week & insurance eligible: Online Timesheet Approver: _____ <input type="checkbox"/> non-registering GRSA/hourly < 20 hours per week Online Timesheet Approver: _____
P.I./Supervisor Name:	
RA Email Address:	
RA Home Department:	
RA Citizenship:	<input type="checkbox"/> US Citizen <input type="checkbox"/> Other _____ (fill in)
RA I.D. Number:	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 grants materials for submission |
| <input type="checkbox"/> Prepare materials for Animal Care 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 P.I. 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

<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:	Salary:	<input type="checkbox"/> Monthly	<input type="checkbox"/> Hourly
Tuition Compensation for Schedule 3:			
Total Salary:	<input type="checkbox"/> Monthly	<input type="checkbox"/> Hourly	
<input type="checkbox"/> Appointment Letter Sent	Date:		