

# 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

<b>Legal Name (Last, First, Middle):</b>	
<b>Date Range:</b>	<input type="checkbox"/> SUMMER full-term (6/16-9/15) or nonstandard dates: From ___/___/___ to ___/___/___
<b>Grant Name(s), Budget Number(s), and Pay Schedule:</b>	<b>Grant Name and Budget Number:</b> _____ - - - - - _____ - - - - -  <input type="checkbox"/> Regular RA with 2 credit minimum registration & insurance eligible: Pay Schedule: <input type="checkbox"/> Schedule 1 <input type="checkbox"/> Schedule 2 <input type="checkbox"/> Schedule 3 <input type="checkbox"/> non-registering GRSA/hourly ≥ 20 hours per week & insurance eligible <input type="checkbox"/> non-registering GRSA/hourly < 20 hours per week
<b>P.I./Supervisor Name:</b>	
<b>RA UW Email Address:</b>	
<b>RA Home Department:</b>	
<b>RA Citizenship:</b>	<input type="checkbox"/> US Citizen <input type="checkbox"/> Other _____ (fill in)
<b>RA Student Number (SID):</b>	_____

**CERTIFICATIONS, LICENSES, NEEDED FOR THIS APPOINTMENT**

- |  |  |
|--|--|
| <input type="checkbox"/> Animal Use Laws & Regulations Training            | <input type="checkbox"/> Drivers Safety Training, required for UW vehicles |
| <input type="checkbox"/> First Aid/CPR, required for fieldwork or wet labs | <input type="checkbox"/> Wilderness First Aid, required for remote sites   |

**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: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PI/Budget Authorization (if different from Supervisor) \_\_\_\_\_ Date: \_\_\_\_\_

**Student & Academic Services Office Use Only**

Premaster   
  Intermediate   
  Candidate   
  First Aid or Other Training

Quarterly Tuition for Schedule 3:

Total Salary:                       Monthly     Hourly