

SEFS Academic Year RA Job Description & Hiring Form

This form is for RA work requiring full-time registration

Legal Name (Last, First, Middle):	
Date Range:	<input type="checkbox"/> AUTUMN(9/16-12/15) <input type="checkbox"/> WINTER(12/16-3/15) <input type="checkbox"/> SPRING(3/16-6/15) or nonstandard dates: From ___/___/___ to ___/___/___
Grant Name(s), Budget Number(s), and Pay Schedule:	_____ - - - - - _____ - - - - - <input type="checkbox"/> Schedule 1 <input type="checkbox"/> Schedule 2 <input type="checkbox"/> Schedule 3
P.I./Supervisor Name:	
RA UW Email Address:	
RA Office Location:	
RA Citizenship:	<input type="checkbox"/> US Citizen <input type="checkbox"/> Other _____ (fill in)
RA Student Number (SID):	UW Student Number: _ _ _ _ _

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

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"/> Premaster | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Candidate | <input type="checkbox"/> First Aid or Other Training |
| Quarterly Tuition for Schedule 3: | | | <input type="checkbox"/> New Incoming Graduate Student |
| Total Monthly Salary: _____ | | | |