

SEFS Academic Year RA Job Description & Hiring Form

This form is for RA work requiring full-time registration

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|---|---|
| RA Name: | |
| Date Range: | <input type="checkbox"/> AUTUMN <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING 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

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

Check all duties that apply to this individual:

- | | |
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| <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 |
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Other specific duties: _____

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

Faculty Supervisor Signature: _____ Date: _____

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

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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 |
| Monthly Salary: | | | |