

SEFS SUMMER RA Job Description & Hiring Form

This form is for RA work requiring registration in a minimum of 2 credits or graduate hourly positions. For non-RA work (Student Assistant, Direct Hire Staff, etc) contact

cfrpay@u.washington.edu

RA Full Name:	
Appointment Period:	<input type="checkbox"/> Summer Full Quarter or non standard dates: From ___/___/___ to ___/___/___
Grant Name, Budget Number, and Pay Schedule:	_____ - - - - - <input type="checkbox"/> Schedule 1 <input type="checkbox"/> Schedule 3
Type of Appointment	<input type="checkbox"/> Regular RA with 2 credit minimum registration & insurance eligible <input type="checkbox"/> non-registering GRSA/hourly ≥ 20 hours per week & insurance eligible <input type="checkbox"/> non-registering GRSA/hourly < 20 hours per week
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. Numbers:	Student Number: _ _ _ _ _

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 grants 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 P.I. 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: _____

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 Student & Academic Services Student is: Pre-MS Post MS PhD Candidate

Appointment Letter Sent by: _____ Date: _____