

## RA Job Description, Autumn-Spring—School of Aquatic & Fishery Sciences

<b>RA Name:</b>	
<b>Principal Investigator/Supervisor:</b>	
<b>Appointment Info:</b> Quarters checked indicate guaranteed funding.	Autumn 20____ % effort ____ Winter 20____ % effort ____ Spring 20____ % effort ____ Summer 20____ % effort ____

**Certifications, licenses needed for appointment:**

- Animal Use Laws and Regulations Training
- First Aid/CPR (req. if lab or field duties)
- Drivers' License
- Hazardous Materials Certification
- Motor Pool Van Operator Certification

**Reading/Writing Duties:**

- Review literature
- Accurately collect and analyze data
- Write articles, reports and/or presentations
- Provide ready access to all data for P.I. and/or supervisor
- Prepare grants materials for submission
- Other: \_\_\_\_\_

**Check all duties that apply to this individual:**

**Animal Use and Care:**

- Prepare materials for Animal Care
- Review Committee
- Feed and care for subject animals
- Monitor subject animals
- Administer drugs, hormones or other chemicals
- Perform procedures on animals

**Administrative Duties**

- Prepare website materials
- Maintain (update) webpage materials
- Request or acquire necessary equipment
- Oversee budget
- Manage and respond to grant-related e-mail
- Prepare paperwork for field expenses
- Other: \_\_\_\_\_

**Lab Duties:**

- Order supplies and equipment
- Run experiments
- Prepare chemical or other solutions
- Develop and construct lab equipment
- Clean laboratory and equipment
- Handle hazardous materials
- Other: \_\_\_\_\_

**Undergraduate/hourly supervision:**

- Supervise undergraduate students
- Maintain records on individual students' assignment completion
- Maintain student attendance records
- Act as liaison between undergraduate student and professor
- Other: \_\_\_\_\_

**Field Duties:**

- Lifting a minimum of \_\_\_\_ pounds
- Boat operation
- Use of field equipment
- Bear and shotgun training
- Collection of field samples
- Drive UW motorpool van
- Other: \_\_\_\_\_

**Ongoing training/communication:**

- Attend lab meetings (when? \_\_\_\_\_)
- Attend area seminars (when? \_\_\_\_\_)
- Other: \_\_\_\_\_

Other duties not mentioned above:

Note: Standard RA/TA % effort equals 50% (220 hours/quarter). Other percentages of effort are prorated accordingly.