

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

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