

Summer RA/Hourly ASE Job Description—School of Aquatic & Fishery Sciences

Student Name:	
Principal Investigator/Supervisor:	
Appointment Period:	Summer, year 20_____
Type of Appointment:	RA Hourly ASE

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 motor pool van
- Other: _____

Ongoing training/communication:

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

Other duties not mentioned above:

Notes: (1) Hourly ASE appointments should *only* be used for continuing graduate students *not* enrolled in summer quarter *and* who have had an RA/TA appointment with health insurance Autumn through Spring quarters. (2) All pay rates for ASEs are based on academic level per UW Salary Schedules.