

Hire Request/approval form

Type of position requested

(descriptions available on page 2)

Job Title

Start Date

End Date

Number of positions

Total number of weeks

Wage

Estimate Weekly hours

Fund

Total budget

Name of Manager

Hiring unit/Academic area

FFM Signature

Date signed

Job Description

Job Qualifications

Name of Candidate (if known)

Definitions:

Student Research Assistant - a student in good standing registered at the undergrad level or higher. They may be hired on a full time, part time, or casual basis.

Research Assistant 1 - possesses a bachelor's degree and has relevant experience relevant to the subject matter. May be hired on a full time, part time, or casual basis.

Research Assistant 2 - possesses a master's degree and has specialized knowledge relevant to the subject matter. May be hired on a full time, part time, or casual basis.

Research Associate - unranked academic with a doctoral degree or equivalent, with 5 years of research experience. May be hired on a full-time or part-time basis. Full time = 35-40 hours per week Part time = less than 35 per week

Casual = works as needed with no fixed schedule (enters hours in Workday)

Non-Academic casual – an individual hired for non-academic work such as an office assistant or event support. There are three levels, A, B, and C. These positions are open to both students and non-students, and must be part time (less than 30 hours per week).

Minimum Salaries

Student RA: \$18.19

RA 1: \$29.21

RA 2: \$30.75

Research Associate: \$32.60

Non-academic casual A: \$15.23

Non-academic casual B: \$15.76

Non-academic casual C: \$16.06