

SNRE Staff and Appointed Job Posting Request Form

Email completed form to bizsnre@email.arizona.edu

Please see the SNRE website for [detailed hiring procedures](#) including student & Grad Research Associate positions

Type of position (see [staff](#), [appointed](#) & [postdoc](#) details)

appointed

postdoc

staff

Job Category (select one)

temporary (less than 6 months)

temporary (less than 3 months)

on-call

part-time (less than .50FTE for at least 6 months)

extended temporary (at least .50FTE for 6-24 months)

regular staff (at least .50FTE for at least 6 months)

Position title (see [staff position](#) list and [appointed position](#) list)

Supervisor Name

Supervisor email

Time approver (if different than supervisor)

Account number(s) and percent effort on each account

Will this employee be driving on UA business?

yes

no

Will this employee be a time approver?

yes

no

Hours per week (enter a range if desired)

Salary (enter a range if desired)

Anticipated start date

Anticipated end date (if applicable)

Where will employee be working? Provide building and office location

Needs phone?

Yes

No

Position summary/description

Job duties

KSA's (knowledge, skills, abilities)

Minimum qualifications

Preferred qualifications

Benefits eligible

Yes

No

Number of vacancies (if more than one)

UA internal only

Yes

No

Desired posting open date

Desired posting close date

Collect reference letters

Yes

No

Required documents for application

Resume/CV

Cover Letter

Writing Sample

Other

Search committee members

Employees needing guest access to posting

Has the funding for this position been verified with SNRE business manager or accountant?

Yes

No