SNRE Job Posting Request Form

For Postdoc positions Email completed form to bizsnre@cals.arizona.edu

Please see the SNRE website for detailed hiring procedures including student and Grad Assistant/Associate positions

Supervisor Name	Supervisor Email
Time Approver (if different than supervisor)	
Account Number(s)	Percent Effort

Background checks are now going to be covered by the hiring manager rather than the department. Please provide an account number below. If no account number is provided we will use the above indicated hiring account number. Name-Based background checks is what is run for most positions. For more information on costs of background checks please click HERE.

Account Number for Background Check	
Will Employee be a Time Approver? Yes No	Driver Registration and Training must be completed and employee must be approved to drive prior to driving on UA Business Will Employee Be Driving on UA Business? Yes-UA Vehicle Yes-Personal Vehicle
Other Position Attributes (Select All That Apply) Working with Animals	
Unsupervised Contact with Minors	
Working with Hazardous Chemicals	
Working with Bloodborne Pathogens	
Working with Biological Materials	
Working with Lasers	
Working with Radioactive Materials	
Required to Wear Respiratory and Hearing	Protection

Hours Per Week (Enter a Range if Desired)

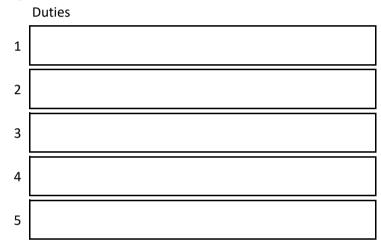
Salary (Enter a Range if Desired)

Postdoc Minimum Salary: \$53,760.00

Anticipated Start Date

Position Summary/Description

Job Duties: List Up to 5 Principle Duties and Percent Effort for each. Duties Should be listed in order of Significance.



Percent Effort	

KSA's (Knowledge, Skills & Abilites)

Minimum Qualifications

Preferred Qualifications

Benefits Eligible Number of Vacancies Yes No	UA Internal Only Yes No	
Posting Open Date	Posting Close Date	
Required Documents for Application Resume CV Cover Letter	Collect Reference Letters Yes No	
Writing Sample Other		
Search Committee/Interviewers - Minimum 2 Anyone with a NetID is eligible to participate. Two people must participate in all interviews. If 10 or more qualified applicants then must interview at least 2 applicants		

Has the funding for the position been verified with SNRE Business Manager or Accountant?

Yes No

Keywords - Enter any key words that will help applicants find your position when searching