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| H:\cicoes_logo.png**Hire Request for Permanent and Temporary Research Positions** |
| **Type of Position (check all that apply):**[ ] New[ ] Replacement (for      )[ ] UW Student[ ] Permanent[ ] Temporary[ ] Hourly (only available for temps)[ ] Salaried | ***Complete and obtain required signatures. Send signed copy of form to Carol Pérez Box 355672*** ***perezcar@uw.edu*** ***For more information about the CICOES/UW recruitment process please visit:*** <https://cicoes.uw.edu/staff-resources/human-resources/hiring/> ***This form is NOT to be used for hiring PostDocs, Visiting Scientists or interns*** |
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| Hiring Manager Name: | UW Supervisor Name: |
| NOAA leader Name (if applicable): | If temporary, Name and Email of individual to be hired (if known):  |
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| If temporary hire, is the individual a former UW employee?[ ]  Yes [ ]  No  | How long should job be posted on UWHires?[ ] 1 week [ ] 2 weeks other       [ ] N/AWould you like to require a cover letter? [ ]  Yes [ ]  No |
| Proposed Title (e.g. Research Scientist/Engineer II):     Working Title (e.g. Senior Mooring Technician):      | Do you see this position as being eligible for overtime\* (i.e. paid time-and-half for sea/field pay, or other times they work more than 40 hours/week)? [ ]  Yes [ ]  No\*see [here](https://hr.uw.edu/comp/overtime-for-non-academic-staff/flsa-wmwa-overtime-eligibility-and-exemption/) for more info; we can discuss this issue with you if needed |
| Do you want to limit the applicant pool to only current UW employees? [ ]  Yes [ ]  No |
| Employment Period:[ ] 12 months (or more if permanent)If Temp, List Period -- From:       to:       | % FTE (if hourly, list hours/week):      | Proposed monthly salary range (must fall within min/max of UW salary range):      |
| Proposed Start Date (it can take 6 weeks to get a new position in place):       | Primary Job Location (e.g. PMEL, Wallace Hall):      |
| Will Position Supervise Other UW Employees?:[ ]  Yes [ ]  No | If Supervisory Responsibility, list number and official job title of direct reports:       |
| Is this position eligible for hybrid in-person/remote telework? [ ]  Yes [ ]  NoIf yes, what type of telework is the position eligible for?  [ ]  100% Remote [ ]  3 Days or More [ ]  2 Days or More [ ] Occasional |
| UW Budget Number:       | UW Budget Name:      | Additional Budget Number/Name (if applicable):       |
| CICOES/NOAA Research Group (if applicable):      | Specific Research Field Position is Engaged In:      |
| Briefly Describe the Purpose of the Research project(s) this Position Supports:      |
| Research Sponsors/Stakeholders (e.g. NOAA, NSF):      |
| **For the boxes below, only one box can be checked per question. You may refer to the Research Scientist Engineer Career Path Guidelines as reference**  [**https://www.ce.washington.edu/files/pdfs/mycoe/ops/RSE-Career-Path-Guidelines-Competencies.pdf**](https://www.ce.washington.edu/files/pdfs/mycoe/ops/RSE-Career-Path-Guidelines-Competencies.pdf)

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| **The level of direction or technical guidance provided to this position is best described as:**[ ]  Works under immediate supervision to complete assigned tasks/projects.[ ]  Works under limited supervision, demonstrating the ability to work independently.[ ]  Works independently with occasional oversight.[ ]  Works independently with no oversight required; reports significant issues as necessary. |
| **The level of problem solving expected of this position is best described as:**[ ]  Solves well-defined problems using accepted methods and techniques.[ ]  Evaluates, selects and applies standardized scientific or engineering procedures and techniques requiring investigation of a limited number of variables and few complex features.[ ]  Identifies problems and related technical issues leading to long-term, generic solutions; assignments are of moderate complexity involving potentially conflicting design requirements, unavailability of materials or processes, etc.[ ]  Applies independent problem solving requiring the application of existing and emerging scientific or engineering knowledge.[ ]  Independently applies extensive and diversified knowledge of scientific research or engineering principles and practices in broad areas of assignments. |
| **The level of innovation expected of this position is best described as:**[ ]  Performs assignments designed to develop professional work knowledge providing foundation for innovative thinking and techniques.[ ]  Develops extensions to existing methods.[ ]  Creates opportunities to enhance technical methodology or content through expansion of existing or development of new efforts.[ ]  Develops new research or engineering methods and approaches; contributes toward development of strategies for problem solution.[ ]  Develops unique approaches/standards/methods for conducting research; creates new science and technologies, concepts, processes or designs, and extends them into new areas of research. |
| **The level of responsibility for identifying/securing research funding for on-going and new projects is best described as:**[ ]  Successful performance of project related tasks provides support to on-going funding; no defined role in identifying/securing research funding.[ ]  Learns methods for planning, including assessment of cost, scope and schedule against plan; no defined role in identifying/securing research funding.[ ]  Can create, monitor and implement effective plans; assist in procurement of additional/new funding through contributions to technical proposal preparation and/or presentation. Contributes to positive customer relationships through efficient interaction on current grants/projects.[ ]  Understands broad strategic objectives and contributes to them; nurtures and maintains relationships with major customers/grant sponsors/investigators of external research to identify and develop new funding sources; identifies grant/project extensions and persuades customers/grant sponsors to fund. May initiate new project concepts and seek funding; develops technical proposals and makes presentations to potential customers/grant sponsors.[ ]  Participates in strategic planning (understanding markets, state-of-the-art); plays a lead role in the acquisition of research funding; identifies sources of new project funding and directs the preparation of proposals and presentations. Is responsible for maintaining positive relationships with major customers/grant sponsors/investigators of external research and development contract funding.[ ]  Leads the development and implementation of new and/or expanded technical capabilities that will impact future research projects; provides the University with a distinct competitive advantage in procuring funding. Typically would direct and/or participate in major proposal preparation and presentation. |
| **The level of responsibility for project management expected from this position is best described as:**[ ]  Performs project tasks of limited scope.[ ]  Performs tasks of a larger scope and often leads specific tasks within the project scope.[ ]  Leads small projects and/or major project tasks which may last years, and effectively manages them by providing guidance and direction to project staff; makes substantial contributions to determining feasibility of goals/objectives; interfaces with investigator peers.[ ]  Successfully manages multiple or significant projects, tasks or teams which may require the use of sophisticated project planning techniques; may evaluate proposed or ongoing projects; interfaces with customer/grant sponsor project managers and UW research/engineering management for existing or proposed projects.[ ]  Leads and implements development of programs/projects of major significance to the UW or industry; widely recognized by key customer/grant sponsors as being central to their mission; typically directs/participates in major proposal preparation and presentation.[ ]  Proposes and leads new initiatives; guides programs of national or international significance. |
| **The level of leadership expected of this position is best described as:**[ ]  Not applicable.[ ]  Works effectively as a member of a team under technical guidance of seasoned staff; establishes productive relationships with co-workers, customers and others to accomplish team objectives; may guide the work of co-workers, students, research aides/assistants, technicians or other support staff as necessary to achieve specific assignments.[ ]  Monitors the work of junior staff to ensure that procedures are followed; interacts in a collaborative manner with other team members to accomplish organizational goals; provides ideas to improve efficiency at group level.[ ]  Provides ideas to improve organizational efficiency at group and department levels; identifies and evaluates recruits for open positions; mentors junior staff in development of technical, project and business development skills; monitors the work of others and redirects efforts to achieve task/project objectives or enhance quality.[ ]  Provides ideas to improve organizational efficiency at all levels of the department/division; intensive mentoring and training of several staff in development of technical skills; provides major input to staffing of overall project teams.[ ]  Directs technical performance of several groups or teams; provides leadership which supports teamwork and a motivated work force; assists in defining staff needs, selection/assessment criteria, and hiring process for research/engineering staff. |
| **The level of influence this position is expected to have within the research community is best described as:**[ ]  Not applicable.[ ]  Contributes data for reports and publications; networks primarily within own technical peer group.[ ]  Sought out for contributions to reports and publications; has established networks in internal peer group; starts becoming part of identifiable external peer network.[ ]  Recognized for technical contributions by external peer networks; chairs sessions at technical meetings; gives invited papers.[ ]  Effectively uses peer network to expand technical capability and business development opportunities; significant involvement in external seminars, workshops, professional societies, committees; develops and initiates technical standards through interactions with professional societies and key clients.[ ]  Establishes new scientific and technical directions resulting in new fields of study; participates on advisory/policy boards, journals and societies; networks nationally and internationally; reputation leads to ability to attract major funding. |

**Detailed Job description (attach additional pages if necessary) YOU MUST PUT IN THE % FOR EACH DUTY THAT ADDS UP TO A TOTAL OF 100%. Percentages must be at least 5% for each duty. Must use whole numbers. Can’t use percentage ranges.**  |
| **Represented RSE positions must match the minimums found here**  [**https://hr.uw.edu/comp/represented-civil-service-exempt-staff/job-profile-list-and-specs/**](https://hr.uw.edu/comp/represented-civil-service-exempt-staff/job-profile-list-and-specs/)**Education**:      Degree in      **Can equivalent experience be substituted for degree requirement?** [ ] Yes [ ]  No | **The minimum amount of job-related experience required to successfully perform the duties of the job includes:**[ ] Less than three months [ ] Three months to one year [ ] One to three years [ ] Three to five years [ ] Five to seven years [ ] Seven or more years. |
| **The minimum level of technical expertise needed/required to successfully perform the job is an individual who:**[ ]  Not applicable.[ ]  Is ready to acquire technical expertise and knowledge; knows fundamental concepts, practices and procedures of area of specialization.[ ]  Effectively knows and uses the fundamental concepts, practices and procedures of a particular field of specialization; continues development of technical expertise and knowledge through experience and application.[ ]  Is establishing distinguishing technical expertise; has broad knowledge of principles, practices and procedures of field of specialization.[ ]  Has established technical expertise; serves as a resource to research unit/department.[ ]  Is developing as an authority with national recognition; applies advanced knowledge to the completion of complex assignments.[ ]  Recognized as a national or international authority; significantly advances the body of knowledge in the discipline. |
| **Specific knowledge, skills and abilities required to perform the job satisfactorily include:**      |
| **Knowledge, skills and abilities that are desirable, providing for an enhanced level of job performance, include:**      |
| **If this position is NOT in the Research Scientist series, but is research related (e.g. Research Coordinator), you must also complete the following forms:*** **Research Activities Form and at**  [**https://hr.uw.edu/wp-content/uploads/sites/5/2016/02/ProfessionalStaffResearchActivities-20210514.docx**](https://hr.uw.edu/wp-content/uploads/sites/5/2016/02/ProfessionalStaffResearchActivities-20210514.docx)
* **Professional Staff Position Description Form** [***https://hr.uw.edu/wp-content/uploads/sites/5/2016/02/ProfessionalStaffPositionDescription-20220201.docx***](https://hr.uw.edu/wp-content/uploads/sites/5/2016/02/ProfessionalStaffPositionDescription-20220201.docx)
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| Hiring Manager Signature: | Date: |
| UW PI/Budget Authority Approval: | Date: |

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