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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***](mailto: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): | |
|  | | | |
| 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/A  Would 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  No  If 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)   |  | | --- | | **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) | | | |
| Hiring Manager Signature: | | Date: | |
| UW PI/Budget Authority Approval: | | Date: | |

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