

Research, Innovation & Impact

Hire Request Form - STUDENT WORKER/GRA CONTRACT

Submit form to RII Employee Services at least 1 week prior to start date.

*****Employment must NOT begin until hire is fully approved and I9/E-Verify completed!*****

Please select student group type:	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> GRA
Hire Department:				
Contact Name				
Email & Phone				
Student's Name and email:				
Student ID #:				
If Student B/C/D - Employment Period :	Start Date:	End Date:		
If GRA Contract:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Both	
Position Title: (Optional)				
Rate of Pay:				
Hours per Week or FTE				
Supervisor:				
Time Approver:				
Work Location (Bldg, Room, Phone):				
<i>If a job posting is needed please include a job description.</i>				
Position Funding Account(s)/distribution split:				
Federal Work Study?	<input type="checkbox"/> Yes - FWS Amount \$_____		<input type="checkbox"/> No	
<i>Please attach FWS Authorization form</i>				
Funding confirmed by Account Manager	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Acct Mngr:	
Hiring Authority Approval	Signature:		Date:	

This form must be completed and signed by an appropriate unit hiring authority as well as have funding information confirmed BEFORE returning to RII Employee Services - thank you.



RII Employee Services

Job Description: Addendum A – Position Control Data

Job Title		Classification	
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Risk Management / Export Control Questions

Performing security sensitive functions as defined in the UA Pre-Employment Screening Policy		
Yes	No	Role will have significant financial oversight responsibilities
Yes	No	Unsupervised contact with minors who are not enrolled students of the University <i>If this position requires unsupervised contact with minors, please provide description of the duties in the field provided:</i>
Yes	No	Unrestricted access to residence hall rooms
Yes	No	Role has been designated by Dean or Vice President as "Security – or Safety Sensitive"
Yes	No	Driving on University business in UA, Renter, or Personal Vehicles
Working in a laboratory setting with any of the following:		
Yes	No	Hazardous Chemicals
Yes	No	Blood borne pathogens or other biological materials
Yes	No	Radioactive Materials
Yes	No	Lasers or other non-ionizing radiation
Yes	No	Working in a non-laboratory setting with chemical or biological materials
Yes	No	Handling animals (living or deceased), animal tissues, fluids, or waste byproducts in a research setting
Yes	No	Performing work that requires personal protective equipment including respiratory and hearing protection
Export Control (additional information is available on the Export Control Website) https://rgw.arizona.edu/compliance/export-control-program		
Yes	No	Have access to ITAR controlled data, technology, materials information, software or equipment?
Yes	No	Have access to EAR controlled technology or encryption software code?
Yes	No	Involved with a project that: <ul style="list-style-type: none"> a. Has restrictions on the release of certain project information? b. Has publication or access and dissemination restrictions? c. Has a military connotation or endUse? d. Is sponsored by a defense agency? e. Is related to space, missile technology, or biological/chemical weapons? f. Requires foreign national approval by sponsor or no foreign nationals are allowed?
Yes	No	Involved with a project that has a technology control plan in place?
Yes	No	Have reason to believe the applicant will need an export license?

Completed by:	
Contact Info:	