

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

Driver Registration and Training must be completed and employee must be approved to drive prior to driving on UA Business

Will Employee be a Time Approver?

Yes

No

Will Employee Be Driving on UA Business?

Yes-UA Vehicle

Yes-Personal Vehicle

No

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

Anticipated End Date (if applicable)

Position Summary/Description

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

Duties	Percent Effort
1	
2	
3	
4	
5	

KSA's (Knowledge, Skills & Abilites)

Minimum Qualifications

Preferred Qualifications

Benefits Eligible

Yes

No

Number of Vacancies

UA Internal Only

Yes

No

Posting Open Date

Posting Close Date

Required Documents for Application

Resume

CV

Cover Letter

Writing Sample

Other

Collect Reference Letters

Yes

No

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