Research Assistant Job Description

RA Name: «RAFirst» «RALast»
Appointment Period: September 16, 2014 through September 15, 2015
Advisor: «AdvisorFirst» «AdvisorLast»

General duties

Autumn Quarter 2014: As a newly admitted Research Assistant in the Molecular Engineering PhD program, your general duties will be to:

• Complete required academic coursework satisfactorily
• Participate fully in the research group selection and orientation process
• Seek out and apply for Fellowships (eg: NSF)
• Participate fully in program events activities, UW orientations, and all required training sessions

Winter, Spring, and Summer Quarters 2015: Your general duties will be to continue your required academic coursework, while also carrying out research leading to your dissertation. Your research group advisor will inform you of specific requirements regarding research credit enrollment expectations as well as overall guidance. In general, however, your duties will include the following:

• Enrollment in 600 level research course (credits are variable based on advisor recommendation)
• UW training in safe laboratory procedures, hazardous waste disposal, and other specialized training required in your research area
• Literature review
• Experimental and/or theoretical analysis
• Accurate and complete results recording
• Reporting, in various forms (conference and journal publications, progress reports, posters, research seminars, etc.)
• Complete required coursework satisfactorily
• Seek out and apply for Fellowships

Your research advisor will evaluate your performance throughout the year as described in the MolE Graduate Student Handbook.

Students: Please obtain signatures below, make a copy for your own records, and then return the signed original form to MolES 221 no later than the first day of instruction.

RA Signature: ___________________________ Date: ______________

Advisor Signature: ___________________________ Date: ______________