

## PMA SUMMER HIRES

All summer hires are Occasional staff, non-benefit-based positions; job descriptions require a 5-day posting period, candidates need to apply to the job, and all selected candidates over the age of 18 must pass a Background Investigation.

Please check: Candidate is a Minor YES  NO

### Requirements for Minor Hires:

- Medical Authorization is required and is available in Employment and Recruiting Services.
- Work Permits are required for individuals under the age of 18 who have not completed high school or the equivalent.
- Division approval is required for minors working in laboratories; approval is provided on a case-by-case basis.
- The Faculty Supervisor/Principal Investigator must provide a statement below addressing the type of work, the location where the work will take place, as well as identifying any potential hazards associated with the specific research, and the types of equipment to be used:

Division Operations Officer approval:

### POSITION INFORMATION

**Division:** Physics, Mathematics & Astronomy

**Department:**

**Work Location:** Campus Palomar OVRO Other if other, please explain:

**Functional Title:**

**Desired Start Date:**

**Job Category:** Occasional

**Anticipated Position End Date:**

**Will this position interact with minors:** YES  NO

**New Employee Mail Code:**

**New Employee Work Location** (building and office number):

**Name of Timecard Approver:**

**Timekeeping Method:** KRONOS

### PRE-EMPLOYMENT REQUIREMENTS

**Background Investigation:** Yes

(This is an Institute requirement if candidate is over 18 years of age.)

### POSTING DETAIL INFORMATION

**Actual Supervisor:**

(This individual should already have supervisor status.)

**Hiring Manager or Faculty Sponsor:**

**List all Caltech individuals requiring Requisition access:**

**Recruiting Contact:**

(Individual in the research group who will work with Employment Services on all aspects of the hiring process.)

Name:

Extension:

Email:

**BUDGET AND COMPENSATION INFORMATION**

**Reason for position:** Summer Hire

**Number of Vacancies:**

**Department's Anticipated Hourly Wage:**

**Scheduled Hours:**

**PTA for Salary:**

**PTA for Advertising** (if applicable):

**DESCRIPTION**

**Job Summary:** (Provide insight about the specific position; information about the research and/or research group is encouraged.)

**Job Duties:** (List all the duties and responsibilities for the position, including lifting/carrying items weighing 25 or more pounds, what those items are, and the necessity of travel, if applicable.)

**Basic Qualifications:** (Identify all qualifications necessary to successfully perform the job duties, including the minimum education and years of experience, requirement of having/maintaining a driver's license, the ability to travel, etc.)

**Preferred Qualifications:** (Identify all qualifications that would enhance the applicant's ability to perform the job duties, but are not necessarily required.)

**Name and contact information (email and phone) for candidate of interest (if applicable):**

***To be completed by Compensation:***

*Classification and Level:*

*Recommended Salary Range:*

*Comments:*