

POSITION INFORMATION

Division: Physics, Mathematics & Astronomy

Department:

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

Functional Title:

Desired Start Date:

Job Category: (select one)

- Full-Time Regular (40 hours per week)
- Full-Time Temporary (40 hours per week, for a maximum of 12 months)
- Full-Time Term (40 hours per week, for a set period longer than 12 months)
- Part-Time Regular Provide number of scheduled hours per week:
- Part-Time Temporary Provide number of scheduled hours per week: (for a maximum of 12 months)
- Occasional (no set schedule, not benefits eligible; includes all summer and seasonal hires)
- Term Position Provide number of months:
Renewable assignment? YES NO

Anticipated Position End Date if Temporary or Term:

Supervisory Position: YES NO

Emergency Reporting Designation: YES = Essential Reporting NO = Essential Non-Reporting

(In the event of a campus or site emergency, would this position be expected to immediately report to work?)

Will this position interact with minors? YES NO

Will this position supervise minors? YES NO

New Employee Mail Code:

New Employee Work Location (building and office number):

Name of Timecard Approver:

Timekeeping Method: KRONOS Other if other, please explain:

PRE-EMPLOYMENT REQUIREMENTS

Background Investigation: Yes

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

Education Verification: YES NO

(This is an Institute requirement if the position requires a degree as a basic qualification.)

DMV Check: YES NO

(Applies if the employee will need to drive Caltech vehicles.)

Post-Offer Physical Exam: YES NO

If yes, please explain:

DOT Testing: YES NO

If yes, please explain:

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 Opening: New Position Replacement

If replacement, explanation/justification: Retirement Resignation Transfer

Reorganization Other if other, please explain:

Number of Vacancies: 1

Department’s Anticipated Pay Rate (hourly or salary):

PTA for Salary:

PTA for Advertising (if applicable):

Relocation Available: YES NO

If yes, how much: PTA for relocation (if applicable):

Immigration Assistance: YES NO

Immigration Funding: YES NO

PTA for Immigration Assistance (if applicable):

PTA for Physical Exam (if applicable):

Grant Manager approval:

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.)

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.)

Required Documents to be submitted by applicants:

- Resume []
- CV []
- Cover Letter []

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

Is this individual currently in a graduate degree program at another University? YES NO []

DOO/Department Lead Approval:

To be completed by Compensation:

Classification and Level:

Recommended Salary Range:

Comments: