CHRISTOPHER NEWPORT
U N I V E R S I T Y

Request to Modify Recruitment Process for Uniquely Qualified Student Research Assistants

This memo is to accompany student hiring documents to be submitted to payroll and is to be completed by the faculty member. The purpose of this form is to provide necessary information about unique qualifications for research assistants for an exception to part of the Student Employment Policy 5005.

Unique qualifications are to be defined as work on a similar project in the same faculty member's research group via (1) enrollment in research for credit (e.g., Independent Study or UG Research), (2) student employment through the Summer Scholars Program and/or (3) student employment through the Research Apprentice Program (RAP). If a student qualifies under one of these situations, the research assistant position does *NOT* need to be posted in the Center for Career Planning recruitment software. However, all applicable student hiring paperwork needs to be completed, along with this form to indicate the unique qualification(s) of the student. The whole packet should be submitted to the Associate Provost for Research for review and approval.

All other aspects of Policy 5005: Student Employment Policy are required to be followed and should be reviewed prior to submission of payroll documentation.

STUDENT INFORMATION

NAME: _____
(Please Print)   *(Last)*   *(First)*   *(MI)*

CNU STUDENT ID#: _____   **EMAIL ADDRESS:** _____

FACULTY INFORMATION

NAME: _____
(Please Print)   *(Last)*   *(First)*   *(MI)*

DEPARTMENT: _____   **EMAIL ADDRESS:** _____

The above student is uniquely qualified for a Research Assistant position based on the following:

☐ **Enrollment in research for credit (e.g., Independent Study or UG Research).**
Semester(s)

☐ **Employment as a Research Apprentice in my research group and worked on a similar project.**
Employment Period

☐ **Employment as a Summer Scholar in my research group and worked on a similar project.**
Employment Period

☐ **Worked paid or unpaid on a similar project.**
Employment Period

Regardless of what box above you checked, describe the relationship of the project associated with the above research experience and the work to be completed on the sponsored project.

I attest to the information provided and confirm that the above-named student is uniquely qualified to fill a research assistant position based on prior experience on a similar project in my research group.

Signature: _____   **Date:** _____

Our wage scale and pay levels are divided into three levels, described in more detail on the next page:

- Research Assistant 1, Research Assistant 2, and Research Assistant 3

Each level is distinguished by the following pay factors:
- Agency Business Need
- Duties & Responsibilities - complexity of assignment
- Work Experience & Education
- Knowledge, Skills, Abilities, Competencies, Training, Certification, License, etc.
- Internal Salary Alignment
- Budget Implications
- Supervision received
- Supervision given
- Scope

These factors reflect a progression from one level to the next and serve as the basis for the classification system. In addition, each level has a minimum and maximum wage. The intent of this wage scale is to provide a guide to all CNU student hiring managers and to prevent the establishment of arbitrary pay rates. Students employed in the same position, performing the same responsibilities, and with similar experience must be paid the same hourly rate within the pay range. Managers are responsible for establishing a fair and equitable wage based on the pay factors listed above. It is also the responsibility of each individual department to monitor their own student employment budget.

Generally, new hires will begin at the lowest wage of the appropriate classification. However, keep in mind the qualifications and experience level of the individual chosen for hire. The hiring department may set the wage higher as long as it falls within the wage range for the classification established for the position. Students may be promoted within the established job classification pay range. The frequency of promotions is determined by the hiring department. Please contact Lynn Lambert if you need assistance in determining appropriate compensation ranges.

	Research Assistant 1	Research Assistant 2	Research Assistant 3
Description	Work assignments are routine. Direct and indirect supervision is provided. Procedures are well-established. No specialized training required.	Work assignments are more varied. Require some autonomy and problem-solving. Supervision is provided, but independent judgment might be necessary. Some specialized training required.	Work assignments require independent judgment and extensive problem-solving. Workers must take initiative regularly and specialized training is required.
Minimum Qualifications	None or minimal previous training required. Summer scholars are research assistant 1.	Previous experience or graduate status required.	Previous experience or graduate status is required. Related training or technical experience required. Related coursework may substitute for training or technical experience.
Example Duties	Repeated tasks, lab bench work (e.g., making reagents), library research, washing laboratory glassware, basic computer skills, data entry, maintaining supply inventory, organizing and centralizing files and records, and other similar work.	Application of basic computer skills, advanced laboratory procedures, simple hardware and software maintenance work, calibrate and perform routine maintenance on specialized equipment, summarize interviews, and similar work.	Develop, improve and implement a variety of laboratory techniques and perform complex laboratory procedures, advanced laboratory procedures, collection and analysis of data, training and supervising other students, serve as lab manager, and similar work.
Wage Range (per hour)	$12.41 to $13.00	$13.25 to $15.00	$15.25 to $19

Please indicate the wage range that the student qualifies for, and specify what hourly wage within the range the faculty member is recommending. This scale applies to students doing research with faculty only. These students are primarily funded through startup funds, faculty development grants, and external grants.

Describe the relationship of the project associated with the above research experience and the work to be completed on the sponsored project.

What rank do you recommend for the student that you are hiring:

☐ **Research Assistant 1**　　☐ **Research Assistant 2**　　☐ **Research Assistant 3**

Recommended hourly wage: $_____/hour. Below, or on a separate page, please include a justification.

Justification: _____

_____

_____

I attest to the information provided and confirm that the above-named student is qualified to fill a research assistant position at the above level.

PI Signature: _____**Date:** _____

ASSOCIATE PROVOST REVIEW & SIGNATURE:　　　☐ **Approve**　　　☐ **Deny**

Comments and approved wage (please print): _____

_____

Signature:_____　　**Date:** _____
　　　Lynn Lambert, Ph.D.