

## AES RECRUITMENT FORM

### POSITION INFORMATION

**Important note: Recruitment Form must be submitted at least two weeks before the position start date. Retroactive payments are highly discouraged and will be reviewed by HR/Payroll.**

<b>Supervisor:</b>														
<b>Department/Unit:</b>														
<b>Employee type:</b>	<b>Job Title</b>	<b>Permitted Regimes</b>												
<b>Academic (AMURE)</b>	<b>Research Associate</b> <ul style="list-style-type: none"> <li>▪ PhD required.</li> <li>▪ Posting for 5 workings days required.</li> </ul>	Full time (35 or 40 hours per week) Part time (<35 hrs) <i>Exception Hourly*</i>												
Please refer to <a href="#">AMURE Job Profiles</a> for assistance in choosing the correct position.	<b>Research Assistant 2</b> <ul style="list-style-type: none"> <li>▪ Masters required.</li> <li>▪ Posting for 5 workings days required, <i>optional</i> for Casuals.</li> </ul>	Full time <i>Exception Hourly</i> Part time <i>Exception Hourly</i> (<35 hrs) Casual ( <i>Time Entry</i> ) <b>IF:</b> <ul style="list-style-type: none"> <li>• Schedule is variable.</li> <li>• Less than 20 hours per week</li> <li>• Term cannot exceed 6 months</li> </ul>												
	<b>Research Assistant 1</b> <ul style="list-style-type: none"> <li>▪ Bachelors required.</li> <li>▪ Posting for 5 workings days required, <i>optional</i> for Casuals.</li> </ul>													
	<b>Student Research Assistant</b> <ul style="list-style-type: none"> <li>▪ Must be a registered McGill Undergraduate or Graduate</li> <li>▪ Posting is <i>optional</i></li> </ul>	Casual ( <i>Time Entry</i> ) Full time hours permitted in summer only. Less than 20 hours/ week recommended												
<b>Non-Academic Casuals (AMUSE)</b> Please refer to <a href="#">AMUSE Generic job descriptions</a> .	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Animal Care Assistant A</td> <td style="border: none;">Office Assistant A</td> </tr> <tr> <td style="border: none;">Animal Care Assistant B</td> <td style="border: none;">Office Assistant B</td> </tr> <tr> <td style="border: none;">Animal Care Assistant C</td> <td style="border: none;">Office Assistant C</td> </tr> <tr> <td style="border: none;">Field Operations Assistant</td> <td style="border: none;">Lab Helper A</td> </tr> <tr> <td style="border: none;">Field Operations Lead</td> <td style="border: none;">Lab Helper B</td> </tr> <tr> <td style="border: none;">Green House Assistant</td> <td style="border: none;">▪ Posting is <b>required</b></td> </tr> </table>	Animal Care Assistant A	Office Assistant A	Animal Care Assistant B	Office Assistant B	Animal Care Assistant C	Office Assistant C	Field Operations Assistant	Lab Helper A	Field Operations Lead	Lab Helper B	Green House Assistant	▪ Posting is <b>required</b>	Casual ONLY ( <i>Time Entry</i> ): <ul style="list-style-type: none"> <li>• Full time (40 hrs)</li> <li>• Part time (&lt;40 hrs)</li> <li>• For students: full time hours permitted in summer only.</li> <li>• Term cannot exceed 6 months</li> </ul>
Animal Care Assistant A	Office Assistant A													
Animal Care Assistant B	Office Assistant B													
Animal Care Assistant C	Office Assistant C													
Field Operations Assistant	Lab Helper A													
Field Operations Lead	Lab Helper B													
Green House Assistant	▪ Posting is <b>required</b>													
	OTHER <input style="width: 150px;" type="text"/> Select from the AMUSE <a href="#">Generic job descriptions</a>													
<b>Academic Casuals (Non-Unionized)</b>	OTHER <input style="width: 150px;" type="text"/> Select from the list of Academic Casuals: <a href="#">Academic Casuals</a> <ul style="list-style-type: none"> <li>▪ Posting is <i>optional</i></li> </ul>	Casual ONLY ( <i>Time Entry</i> ): <ul style="list-style-type: none"> <li>• Full time (40 hrs)</li> <li>• Part time (&lt;40 hrs)</li> </ul>												
<b>Number of Positions:</b>	<input style="width: 50px;" type="text"/> <i>Recruitment for multiple positions is possible IF the jobs are identical.</i>													
<b>DUTIES:</b> Information specific to the job tasks is <i>required</i> for job posting														
<b>REQUIREMENTS/Qualifications:</b>														
<b>Work Study Eligible Position</b>	<input type="radio"/> NO <input type="radio"/> YES, Ensure that you have requested WS hours via the <a href="#">WS Subsidy Management System</a> . <a href="#">Work study eligible positions</a>													
<b>Position Dates:</b>	<b>Start Date:</b>	<b>End Date:</b>												
<b>Location of Work:</b>	<i>Note: 100% remote work is not permitted</i>													
<b>Number of Hours per week:</b>	Please indicate if schedule will be variable: <input type="radio"/> YES <input type="radio"/> NO													
<b>If "NO" above, indicate Work Schedule:</b>	<b>MON</b> <b>TUES</b> <b>WED</b> <b>THURS</b> <b>FRI</b> <b>SAT</b> <b>SUN</b>													
<b>Hourly Wage:</b>	Consult <a href="#">Budget Information for Researchers</a> or <a href="#">AMUSE Minimum Rates of Pay</a> or <a href="#">AMURE Salary Scales</a> to select the appropriate hourly wage (ensure that you have budgeted for the % employer benefits in addition to salary): \$ _____													
<b>FUND NUMBER:</b>														
<b>FFM Signature:</b>	<b>Date:</b>													

\*Exception Hourly = Fixed weekly schedule