Hiring an **HOURLY (NON-STUDENT) EMPLOYEE** in the Chemistry / Biochemistry Department (rev. 9/10/12)

*Instructions for persons that are not currently OU employees*

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**Position Information**

- Title: Research Assistant (hourly)
- Grant Account Code: 700005 / Dept. Account Code: 707005
- Job Code: 1737
- FTE: 0.10 – 1.0
- Benefits: Yes (Full Benefits Eligible)
- Contract Months: 12
- Fringe: Benefits Eligible Rate (FY13: 37.6%)

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**Chemistry Payroll website:** [http://chem.ou.edu/payroll-and-personnel](http://chem.ou.edu/payroll-and-personnel)

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- **AR** = Astrud Reed / **CJ** = Carol Jones
- **U.S. Citizen/Permanent Resident**
- **Non-U.S. Citizen/Non-Permanent Resident**