



# Employment Requisition Form

## Section 1

Complete this form to begin the recruiting process

All positions of 6 months duration or longer, 50% or greater FTE and paid through Center Payroll, must begin with a requisition form

Today's Date	Dept # <i>Depts Listing</i>	Requisition #	Person completing this form:	
Division	Department Name		Budget Number(s)	
Job Code	Job Title			
<input type="checkbox"/> New Position <input type="checkbox"/> Replacement for:		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time: % FTE: <input type="checkbox"/> Hourly		<input type="checkbox"/> Work Study <input type="checkbox"/> Stipend
<input type="checkbox"/> Regular (ongoing 6 months or longer) <input type="checkbox"/> Temporary (less than 6 months) From:		To:	Security Check <input type="checkbox"/> Y <input type="checkbox"/> N	Spvr #
Supervisor Name (please print)		Supervisor Mail Stop	Supervisor Phone	Supervisor Fax
Alternate Contact for Recruiting (optional)		Alt. Contact Mail Stop	Alt. Contact Phone	Alt. Contact Fax

## Section 2

Complete or attach current job description

The recruiter will request additional details as needed

Essential Functions and Responsibilities (please print)
Educational or Special Training Qualifications
Experience Requirements

## Section 3

Options and Comments

<input type="checkbox"/> Internal Posting Only <input type="checkbox"/> External and Internal Posting	Request specific recruiter:
Should job posting be reviewed by supervisor (or alternate contact) before posting? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:	

## Section 4

Signatures required for processing

Supervisor Name	Date	Division Head/Designee Name	Date
Supervisor Signature		Division Head/Designee Signature	

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## *Department Listing (by Division)*

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### Administration

#### *Dept Code/Dept Name*

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AD0401	Accounting
AD04011	Accounts Payable
AD1002	Annual Giving
AD01032	Clinical Trials Support Office
AD0601	Compensation & Benefits
AD1003	Comprehensive Campaign
AD1008	Corporate Relations
AD0706	Desktop Support
AD1001	Development Administration
AD1007	Development Information Svcs.
AD0605	Employee Service Center
AD0602	Employment and Training
AD03021	Environmental Health & Safety
AD09	External Relations & Communic.
AD03011	Facilities Engineering
AD0302	Facilities Operations
AD03012	Facilities Planning & Const.
AD04	Finance & Grants Management
AD04013	Financial Mgmt Info Systems
AD03022	Food Services
AD05	General Counsel
AD04012	Genl Ledger/Accts Receivable
AD0402	Grants & Contract Admin
AD1009	Guilds and Special Events
AD06	Human Resources
AD0606	Human Resources Info Systems
AD0604	Hutch Kids Child Care
AD0101	Institutional Review
AD04033	Mail Services
AD1006	Major Gifts
AD0403	Materiel Management
AD01	Office of the Director
AD0704	Office of the V.P. for I.T.

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## Administration

### *Dept Code/Dept Name*

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AD0603	Org Development
AD0607	Payroll
AD1005	Planned Giving
AD08	Planning/Strategic Development
AD0705	Projects and Planning
AD01031	Protocol Office
AD04034	Purchasing
AD04031	Records/Asset/Surplus Mgt
AD0103	Research Trials Office
AD03023	Security
AD0707	Server Operations
AD04035	Shipping & Receiving
AD0703	Software Development Services
AD0102	Technology Transfer
AD03024	Transportation
AD0708	Voice/Data Operations

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## Basic Sciences

### *Dept Code/Dept Name*

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BS01	Basic Sciences Administration
BS0032	Biggins Lab
BS0001	Breeden Lab
BS0033	Buck Lab
BS0002	Carter Lab
BS0003	Cooper Lab
BS0004	Edgar Lab
BS0006	Eisenman Lab
BS0030	Ferre-D'Amare Lab
BS0007	Fournier Lab
BS0008	Giniger Lab
BS0009	Gottschling Lab
BS0010	Groudine Lab
BS0011	Hahn Lab
BS0012	Henikoff Lab
BS0013	Linial Lab
BS0014	Moens Lab
BS0015	Neiman Lab
BS0016	Parkhurst Lab
BS0017	Priess Lab
BS0019	Roberts Lab
BS0020	Rohrschneider Lab
BS0021	Roth Lab
BS0031	Rutherford Lab
BS0022	Smith Lab
BS0023	Soriano Lab
BS0024	Stoddard Lab
BS0025	Strong Lab
BS0026	Tsukiyama Lab
BS0028	Yao Lab

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## Clinical Research

### *Dept Code/Dept Name*

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CR0704	Admin. - Infectious Diseases
CR0501	Anasetti Lab
CR1301	Andrews Lab
CR0301	Appelbaum Lab
CR0308	Autologous Transplant
CR1302	Bernstein Lab
CR1103	Biobehavioral Department
CR11	Biobehavioral Sciences
CR0706	Boeckh Lab
CR2101	Breast Cancer Prevention Trial
CR1401	Clark Lab
CR0202	Clinical Data Systems
CR01	Clinical Research Admin
CR02	Clinical Statistics
CR03	Clinical Transplant Research
CR0302	Clurman Lab
CR0701	Corey Lab
CR0106	CRD Grants - Contracts
CR2201	Cytogenetics
CR0203	Data Abstraction
CR1501	Deeg Lab
CR0102	Director Emeritus
CR0101	Director's Office
CR22121	Experimental Pathology
CR0307	Fero Lab
CR0707	Fredricks Lab
CR04	Gastroenterology/Hepatology
CR0502	Geraghty Lab
CR0503	Hansen Lab
CR0306	Heimfeld Lab
CR0402	Hockenbery Lab
CR05	Human Immunogenetics
CR0112	Hutch School
CR0708	HVTN Core Operations
CR07022	HVTU
CR06	Immunology

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## Clinical Research

### *Dept Code/Dept Name*

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CR07	Infectious Diseases
CR31062	Inpatient Nursing
CR07016	Jerome Group
CR1502	Kiem Lab
CR0505	Lee Nelson Lab
CR0801	Long Term Follow-Up - Research
CR08	Long-Term Follow Up - Clinical
CR0303	Maloney Lab
CR07015	Marr Group
CR0504	Martin Lab
CR1303	Matthews Lab
CR0401	McDonald Lab
CR0702	McElrath Lab
CR0111	Medical Director's Office
CR0103	Medical Oncology Fellows Pr
CR0108	Mid-Level Providers
CR07013	Molecular Diagnostic/PCR Lab
CR09	Molecular Pharmacology
CR1503	Nash Lab
CR1307	Olson Lab
CR31046	Oral Medicine
CR1101	Pain Research
CR12	Pathology
CR2212	Pathology Labs
CR1305	Pediatric Bone Marrow Transpl
CR13	Pediatric Oncology
CR1306	Pediatric Oncology Fellows Pr
CR0506	Petersdorf Lab
CR31013	Physician Asst/Nurse Prac Srv
CR07017	Posavad Group
CR0304	Press Lab
CR21	Puget Sound Oncology Consort
CR14	Pulmonary/Critical Care Med
CR1102	Quality of Life Department
CR0309	Radich Lab
CR23	Research Nurses

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## Clinical Research

### *Dept Code/Dept Name*

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CR1505	Sandmaier Lab
CR0903	Shen Lab
CR0904	Simon Lab
CR0905	Slattery Lab
CR1506	Spies Lab
CR1507	Storb Lab
CR1508	Torok-Storb Lab
CR0305	Transplant Service
CR15	Transplantation Biology
CR1001	Zager Lab

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## Community Programs

### *Dept Code/Dept Name*

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CP01	Cancer Information Service
CP03	SEP/Hutch Lab

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## Human Biology

### *Dept Code/Dept Name*

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CB13	Collins Lab
CB14	Emerman Lab
CB15	Foote Lab
CB06	Galloway Lab
CB16	Geballe Lab
CB17	Hartwell Lab
CB01	Human Biology Admin
CB07	Kemp Lab
CB12	Kruglyak Lab
CB08	McDougall Lab
CB19	Miller Lab
CB24	Ostrander Lab
CB21	Overbaugh Lab
CB27	Peichel Lab
CB23	Peter Nelson Lab
CB09	Porter Lab
CB10	Reid Lab
CB26	Salama Lab
CB20	Tapscott Lab
CB22	Trask Lab
CB25	Vasioukhin Lab
CB11	Zarbl Lab

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## Public Health Sciences

### *Dept Code/Dept Name*

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PH0101	Biostatistics Modeling & Mthds
PH02	Cancer Prevention Research
PH0301	Cancer Surveillance System
PH0306	Chen Lab
PH0204	Collaborative Data Services
PH0201	COMPASS
PH0001	Computer Services
PH03	Epidemiology
PH0303	Field Studies/WHO
PH0202	Hutchinson Smoking Prevention
PH0309	Knudsen Lab
PH0103	National Wilms Tumor Study
PH0207	Nutr. Assessment Shared Res.
PH0011	PHS Core Lab
PH0208	PHS Core Lab
PH00	PHS Division Administration
PH0105	Prostate Cancer Prev Trial
PH0308	Prostate Studies
PH0104	Quantitative Genetic Epidem.
PH0304	Radiation/Env Exposure Studies
PH0102	SCHARP
PH0307	Shanghai Studies
PH0106	Southwest Oncology Group
PH0206	Translational Outcomes Researc
PH0305	Weiss-Daling Studies
PH04	WHI Clinical Coordinating Ctr
PH0205	WHI Study Center Clinic

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## Shared Resources Admin

### *Dept Code/Dept Name*

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SR01	Animal Health Resources
SR03	Biocomputing
SR04	Biologics Production Facility
SR20	CGMP Facility
SR19	Computer Graphics
SR18	Computing Support
SR08	Electron Microscopy
SR10	Flow Cytometry
SR07	Genomics Resource
SR11	Glassware
SR02	Library & Internet Services
SR15	Nutrition Assessment
SR05	Proteomics
SR13	Scientific Imaging
SR	Shared Resources Admin
SR16	Specimen Processing
SR17	Tracking Resource Center

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# *Department Listing - CCA*

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CCA

*Dept Code/Dept Name*

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8511	Accounting
7070	Alliance Lab
6300	Apheresis
7071	Cellular Therapy
8720	Clinic Administration
7072	Clinical Immunogenetics Lab
7073	Clinical Lab Administration
8760	CRD Med Director's Office
7074	Cytogenetics
8610	Executive Administration
7075	Experimental Pathology
8510	Finance
8690	Health Information Management
8480	Info Tech
6301	Infusion Services
8560	Intake
6110	Long Term Followup
8470	Main Floor Reception
8630	Marketing
6200	Med/Onc Clinic
8761	Mid-Level Providers
8631	Network Development
8740	Nursing Education
7270	Nutrition & Patient Food Svcs
7260	Oral Medicine
8776	Pastoral Care
7078	Pathology
8530	Patient Accounting
8770	Patient Education
8531	Patient Financial Services
7079	Pharmacokinetics
7170	Pharmacy - Outpatient
7200	Physical Therapy

*Monday, June 30, 2003*

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CCA

*Dept Code/Dept Name*

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6303	Pulmonary Function
8420	Purchasing
8710	Quality Management
7160	Radiation Oncology
7159	Radiology - Central Support
7130	Radiology - CT
7140	Radiology - Diagnostic
7144	Radiology - Mammography
7120	Radiology - MRI
7150	Radiology - Nuclear Medicine
7143	Radiology - Ultrasound
8771	Resource Center
8360	Social Work
7081	Specimen Collection
6304	Transfusion Services
6100	Transplant Clinic
6302	Treatment Suite
7420	URD/Registry Program
8772	Volunteer Support