### SEFS Reader/Grader Job Description & Hiring Form

<table>
<thead>
<tr>
<th><strong>Legal Name (Last, First, Middle):</strong></th>
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</table>
| **Date Range:** | ☐ AUTUMN(9/16-12/15) ☐ WINTER(12/16-3/15)  
☐ SPRING(3/16-6/15)  
□ SUMMER full-term □ SUMMER A-term □ SUMMER B-term  
or nonstandard dates:  
From ____/____/_____ to ____/____/____ |
| **Course Instructor/Supervisor Name:** |  |
| **RG UW Email Address:** |  |
| **RG Home Department:** |  |
| **RG Citizenship:** | ☐ US Citizen ☐ Other______________________(fill in) |
| **RG Student Number (SID):** |  |
| **Course Name & Number:** | UW Student Number: _ _ _ _ _ _ _ |
| **Check all duties that apply to this Reader/Grader position:** |  |
| **COURSE DESIGN & PREPARATION** |  |
| ☐ Prepare overheads and/or handouts as directed by course instructor  
☐ Attend instructor/RG meetings  
☐ Order textbooks  
☐ Other: _______________________________ |
| **COURSE ATTENDANCE & FACILITATION** |  |
| ☐ Attend lectures [all ☐ most ☐ ]  
☐ Prepare and/or maintain course attendance records  
☐ Proctor exams  
☐ Score exams  
☐ Maintain grading records  
☐ Maintain records on individual students’ assignment completion  
☐ Request student assessments for course  
☐ Other: _______________________________ |
| **LAB DUTIES** |  |
| ☐ Request or acquire necessary equipment  
☐ Operate & instruct safe use of equipment  
☐ Handle specimens  
☐ Other: _______________________________ |
| **LAB DUTIES** |  |
| ☐ Obtain room for review sessions  
☐ Place course materials on library reserve  
☐ Prepare webpage for course materials  
☐ Maintain (update) webpage for course materials  
☐ Other: _______________________________ |
| **ADMINISTRATIVE DUTIES** |  |
| ☐ Tutor students  
☐ Assist students with writing assignments  
☐ Meet with students individually as appropriate  
☐ Other: _______________________________ |
| **STUDENT SUPPORT** |  |
| **Other specific duties:** |  |
| **RG (Academic Student Employee) Signature:** | ___________________________  
**Date:** ________________ |
| **Faculty Supervisor Signature:** | ___________________________  
**Date:** ________________ |

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**Student & Academic Services Office Use Only**

Budget Number and PCA Code:  
☐ Undergraduate  ☐ Premaster  ☐ Intermediate  ☐ Candidate  
**Hourly Rate:**

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Last modified 8/1/2018