

SEFS Reader/Grader Job Description & Hiring Form

Legal Name (Last, First, Middle):	
Date Range:	<input type="checkbox"/> AUTUMN(9/16-12/15) <input type="checkbox"/> WINTER(12/16-3/15) <input type="checkbox"/> SPRING(3/16-6/15) <input type="checkbox"/> SUMMER full-term <input type="checkbox"/> SUMMER A-term <input type="checkbox"/> SUMMER B-term or nonstandard dates: From ___/___/___ to ___/___/___
Course Instructor/Supervisor Name:	
RG UW Email Address:	
RG Home Department:	
RG Citizenship:	<input type="checkbox"/> US Citizen <input type="checkbox"/> Other _____ (fill in)
RG Student Number (SID):	UW Student Number: _____
Course Name & 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: _____

ADMINISTRATIVE DUTIES

- Obtain room for review sessions
- Place course materials on library reserve
- Prepare webpage for course materials
- Maintain (update) webpage for course materials
- Other: _____

STUDENT SUPPORT

- Tutor students
- Assist students with writing assignments
- Meet with students individually as appropriate
- Other: _____

Other specific duties: _____

RG (Academic Student Employee) Signature: _____ Date: _____

Faculty Supervisor Signature: _____ Date: _____

Student & Academic Services Office Use Only

Budget Number and PCA Code:

- Undergraduate
 Premaster
 Intermediate
 Candidate

Hourly Rate: