

# SEFS Reader/Grader Job Description & Hiring Form

<b>RG Student Full Name:</b>	
<b>Appointment Period:</b>	<input type="checkbox"/> AUTUMN <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER or nonstandard dates: From ___/___/___ to ___/___/___
<b>Course Instructor/Supervisor Name:</b>	
<b>RG Email Address:</b>	
<b>RG Home Department:</b>	
<b>RG Citizenship:</b>	<input type="checkbox"/> US Citizen <input type="checkbox"/> Other _____ (fill in)
<b>RG UW ID Number:</b>	UW Student Number: _____
<b>Course Name &amp; Number:</b>	

**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 OR FIELD TRIP DUTIES**

- Request or acquire necessary equipment
- Attend \_\_\_ field trips, including \_\_\_ overnight/weekend trips
- Operate & instruct safe use of equipment
- Handle specimens
- Make logistical arrangements for field trips
- 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:

- Undergraduate   
  Pre-MS   
  Post MS   
  PhD Candidate

PCA Code (use course number):

Job Code:

- Appointment Letter Sent

Hourly Rate:

Date: