# SEFS Reader/Grader Job Description & Hiring Form

| RG Name: |  |
| Date Range: | ☐ AUTUMN ☐ WINTER ☐ SPRING  
☐ 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):
- 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: ________________  

#### LAB DUTIES
- ☐ Request or acquire necessary equipment  
- ☐ Operate & instruct safe use of equipment  
- ☐ Handle specimens  
- ☐ 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: ________________

#### 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: ________________

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### Student & Academic Services Office Use Only

Budget Number and PCA Code:
- ☐ Undergraduate  
- ☐ Premaster  
- ☐ Intermediate  
- ☐ Candidate

Hourly Rate ($20 undergraduate, $24 graduate):

Last modified 7/16/2019