

**ATTACHMENT A
DESCRIPTION OF DUTIES FORM
READER**

Term: _____ Supervisor: _____ ASE Reader Name: _____

Department: _____ Course #: _____ Course Title: _____

Location: _____ Day/Time: _____

The job duties designated below are required of the Academic Student Employees.
Please check the appropriate items and describe, as applicable

- _____ Attend lectures
- _____ Preparation
- _____ Read and evaluate _____ papers per student
- _____ Maintain/submit student records (e.g. grades)
- _____ Perform other task as assigned. Please list: _____

JOB DESCRIPTION

A Reader position will render diverse services as a course assistant, which will normally include the grading of student papers and examinations. This position will begin on the first day of classes for the quarter appointed and terminates on the last day of the quarter (last day of finals). Readers' hours will vary per week and will likely correspond to busy times in the quarter such as midterms and finals.

A Reader will not be assigned the responsibilities of a TA by leading a discussion or holding office hours. A Reader should not be asked to work during campus holidays or breaks. A Reader with a 25% appointment shall not be assigned a workload of more than **110 hours per quarter**, nor should a Reader **work over 20 hours in any one week or 4 hours in one day**. The number of hours worked in excess of 10 hours per week may not total more than 25 hours per quarter.

This check sheet is designed to be distributed to all ASEs except those who are designated as the instructor of Record for the course.

Faculty Supervisor

Date

ASE Reader

Date