

## **READER JOB DESCRIPTION 25%**

### **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.

### **SUPERVISION**

Readers are supervised by the faculty member in charge of all the sections. Problems, concerns, suggestions, or questions about all course aspects or policies - content material or references, grading practices, individual student needs, make-up policy, etc. are directed to the faculty member in charge. The faculty member is responsible for monitoring hours worked and approving time sheets.