

Macalester College

Student Employment Job Description

Employment Dates: Academic Year

Department: Chemistry	Position Title: Grader
Supervisor: Rob Rossi	Position Classification: Assistant
Telephone: 696-6224	Pay Grade: Tier II
Email: rossi@macalester.edu	Budget Number: 10-1120

Purpose:

The Macalester College Student Employment Program is designed primarily to provide student employees with a broad range of work opportunities in which each job is necessary to assure the viable operation of the college, to foster student career development through a variety of work experiences, and to provide a work environment that will teach students about the varied responsibilities and opportunities of employment.

Qualifications and/or Special Skills Necessary to Perform the Duties of the Position:

1. Must have completed the course you are applying to assist with, having obtained a B or better
2. Must thoroughly understand the subject matter of the course you are applying to assist with
3. Must be able to carefully follow written instructions, and grade from a grading key
4. Must be able to improvise intelligently when instructions do not cover the situation at hand
5. Must be reliable and trustworthy
6. Must respect of the privacy of others
7. Must have neat, legible handwriting
8. Self-discipline and good time management are essential in this position

Job Functions and/or Special Projects:

1. Grade homework assignments for individual faculty members
2. Provide helpful, positive feedback to students on their work
3. Set and meet deadlines for pick up and drop off grading assignments
4. Keep all information on student scores secure and private, not losing or disseminating it
5. Provide feedback to instructor of course to improve the quality of questions and grading key

Skills Acquired or Developed on the Job:

1. Time management
2. Assessment of written scientific work
3. Recordkeeping
4. Making and following through on commitments

Scheduling: Grading work needs to be completed as promised; however, within that constraint this position is very flexible, as grading can be done almost anywhere, and at any time.

Position Overview:

You'll be grading homework assignments, on the basis of an answer key and scoring rubric.