**Reader/Grader**Reader/Graders provide services as course assistants, which will normally include grading student papers and examinations using an answer key under the general direction of faculty. Reader/Grader duties may also include:

* Attendance at lectures/labs.
* Consultation with the supervising instructor.
* Performing other related duties as assigned or required.
* Reader/Graders may not perform teaching duties.

This position is for *insert course name and number* and will report to *insert faculty’s name/title.*This position will work *insert days and hours per week.***Required Qualifications:**
Applicants must have a demonstrated knowledge in *insert assigned area (e.g. English, Physics, Computer Science)*Applicants must have a *insert required* GPA or above in *insert assigned area (e.g. English, Physics, Computer Science)*.

Applicants must have completed *insert any classes that must have been completed.*Applicants must be able to work independently, and be patient, reliable, responsive, organized, sensitive to the needs of a diverse population, willing to take direction and follow guidance.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated against COVID-19 before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

 **Salary Range A**