

JOB DESCRIPTION – GRADER

Chemistry Department, Bethany College

POSITION TITLE: Grader

SUPERVISOR: Chemistry Professor (Lockyear)

FUNCTIONS: To assist the Chemistry Professor by grading homework for the General Chemistry course.

Primary functions include:

1) grading homework according to the Chemistry Professor's instructions.

RESPONSIBILITIES:

Obtain homework papers, grading instructions, and grade sheet from Professor

Accurately grade homework papers in a timely fashion (24-hour turnaround is expected)

Give fair grades by closely following Professor's grading instructions

Accurately enter homework scores on grade sheet

Alphabetize graded papers to facilitate Professor's returning the papers to students

Provide feedback to Professor about areas that students are having trouble with, or about problems that most students did incorrectly

POSITION REQUIREMENTS:

3 – 4 hours/week during school year

QUALIFICATIONS:

Student must have taken, and passed with a B or better, the course for which s/he wishes to grade homework (or an equivalent course that covers the same content)

Work Study, if possible

Must be able to do calculations needed to accurately check student work

Attention to detail

Highly responsible and dependable; 24-hour turnaround is expected

STANDARDS OF PERFORMANCE:

Periodic evaluation by the Chemistry Professor

Career Services Office

Lower Level Warner

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