

## Position Description

### POSITION PROFILE

**Position Title:** Math / Statistics Grader

**EOU Department/College:** Mathematics

**EOU Supervisor Title:** Amy Yielding, Professor, Chair, Mathematics

**Typical Job Duration:** Academic year

**Job Level:** \$13.70, Level 2

**Type of Schedule/Typical Hours:** Flexible, primarily evenings and weekends to accommodate grading deadlines.

**Typical Number of Hours Per Week:** 5-10 hours

### POSITION INFORMATION

#### Student Position Description Summary:

The EOU Mathematics Department is seeking student graders for a variety of mathematics and statistics classes being offered this academic year. Students who are interested in becoming a grader should submit a cover letter that indicates the Mathematics and Statistics classes they have completed in the past, highlighting any that were EOU courses. Applicants are encouraged to review the Math/Stat courses offered at EOU and indicate which they feel comfortable grading for as well as their preference for on-campus or online courses. These grading opportunities provide excellent experience for future teachers, applicants should indicate if they are seeking a career involving teaching. Questions regarding these grading positions should be directed to the Mathematics department chair.

### **Job Duties/Responsibilities/Essential Functions:**

- Duties will vary from class to class.
- This may include grading homework assignments, quizzes, or labs either on paper or online.
- Graders are provided solutions, grading keys, and meet regularly with faculty.

## **HIRING CRITERIA**

### **Minimum Qualifications:**

- Students must be on on-campus
- Full time EOU student
- Minimum GPA of 2.8.

### **Preferred Qualifications:**

- Experience in grading or tutoring mathematics or statistics.
- Successful completion of the courses being graded, preferably at EOU

### **Desired Knowledge, Skills & Abilities:**

- **Knowledge of Mathematics and Statistics:** Strong understanding of the subject matter to ensure accurate grading.
- **Attention to Detail:** Ability to spot errors and grade consistently according to established rubrics.
- **Communication Skills:** Effective communication skills to discuss grading policies and student performance with faculty.
- **Reliability:** Commitment to meeting grading deadlines and maintaining grading quality.

## **STUDENT LEARNING OUTCOMES**

*As a result of completing this internship, the student will:*

### **Academic Learning Outcomes:**

- Enhance understanding of mathematical and statistical concepts through the grading process.

### **Industry Learning Outcomes:**

- Develop skills relevant to educational professions, including assessment and feedback.

### **Career-Readiness Learning Outcomes:**

- Build professional attributes such as reliability, responsibility, and ethical conduct in an academic setting.

## PROFESSIONAL DEVELOPMENT & TRAINING

### Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

## LEARNING ASSESSMENT & PERFORMANCE EVALUATION

### Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework