Carleton College Student Position Description

Job Title: DGAH Grader  
Classification: Student Worker (non-exempt)  
Name and Address of Employer: Carleton College, 1 N College Street, Northfield, MN 55057

Department/Office: Digital Arts and the Humanities  
Supervisor: Austin Mason  
Alternate Supervisor: Mary Drew  
Date: April 20, 2022

Position overview including purpose of the position within the College:
Student Employment 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.

Essential Job Functions/Responsibilities/Duties:
- Grade homework assignments for individual faculty members based on an answer key and/or scoring rubric.
- Provide helpful, positive feedback to students on their work
- Set and meet deadlines for pick up and drop off grading assignments
- Keep all information on student scores secure and private, not losing or disseminating it
- Provide feedback to instructor of course to improve the quality of questions and grading key

Additional Job Responsibilities:
Your instructor may ask you to help create quizzes and tutorial problems, proofread quizzes and tutorial problems, photocopy quiz and tutorial assignment problems, and maintain Gradebook (typically online).

Describe Supervision Received and Exercised:
Instructor will provide you with a course syllabus. This will give you an overview of the course schedule and indicate the weeks you will need to be grading quizzes or homework, midterms, or final. Confirm with the instructor in advance when your grading will be performed during the entire term. This will prevent any possible misunderstandings about your responsibilities and their deadlines.

Education/Experience/Skills (supported by job duties):
- Must have completed the course you are applying to assist with, having obtained a B or better
- Must thoroughly understand the subject matter of the course you are applying to assist with
- Must be able to carefully follow written instructions, and grade from a grading key
- Must be able to improvise intelligently when instructions do not cover the situation at hand
- Must be reliable and trustworthy
- Must respect of the privacy of others
- Must have neat, legible handwriting
- Self-discipline and good time management are essential in this position

**Physical demands or Working Environment Requirements:**
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.

*Preferred:
NOTE: This job description is not intended to be all inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.*