

DESCRIPTION OF DUTIES FORM FOR READERS

Once you have formally accepted the appointment electronically, please see the instructor of the course with this page so that both parties may come to a mutual understanding of your appointment tasks, Once completed, you should give one copy to Isabel Blanco and keep the original as part of your records.

FIRST NAME:		LAST NAME:	
SEM/YR:		APPOINTMENT % & HRS:	
COURSE #		SUPERVISOR:	

The job duties designated below are required of the Academic Student Employees. Please check the appropriate items and describe, as applicable. Please note that Readers are not allowed to have any teaching duties.

- Attend lectures
- Preparation (hours per week)
- Supervisor/ASE(s) meeting hours per week
- Read and evaluate papers/homework assignments per student
- Proctor examinations
- Maintain/submit student records (e.g. grades)
- Type course notes
- Perform other task as assigned. Please list:

Upon accepting this job, you agree that you will perform the duties assigned to you. You will not pass on duties such as grading, etc, to anyone other than a fellow reader or GSI assigned to your specific class, upon mutual agreement.

You are also prohibited from working more than your assigned hours without written prior consent from the Vice-Chair of Instruction. To obtain consent, please see the Student Services Office at 6189/6193 Etcheverry Hall for the proper form.

For more detailed information on Reader appointments, please go to:
<http://grad.berkeley.edu/financial/graduate-student-employment/guide/#viii-reader-appointments>.

SUPERVISOR SIGNATURE	DATE	STUDENT SIGNATURE	DATE
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