POSITION TITLE: (Student) Grader

PITZER COLLEGE
A MEMBER OF THE CLAREMONT COLLEGES

I. **DEPARTMENT/OFFICE INFORMATION:**
- **Department/Office Name:** Dean of Faculty's Office
- **Supervisor Name:**
- **Course(s):**
- **Number of students needed in this role:**

II. **ESSENTIAL FUNCTIONS AND DESIRED SKILLS AND ABILITIES:**
- **Position Overview**: A class grader will work up to 5 hours/week and must be a currently enrolled student at Claremont Colleges living in the United States. The grader is supervised by and will primarily work with their faculty supervisor and may interact with students in and outside class on some activities for a course offered by Pitzer. The grader will only grade or evaluate student work that is relatively unambiguous (true/false, multiple choice, vocabulary, short responses to questions with specific answers) and with answer keys provided by the faculty member in charge.

- **Essential Functions**: Assisting the faculty member with grading course assignments. Specific tasks could include:
  - Grading assessments (as detailed under Position Overview) under the instructor's supervision
  - Uploading assignment grades in online gradebook
  - Must maintain confidentiality and privacy of student work at all times.

- **Desired Skills and Abilities**:
  - Successful completion of relevant or specific course or course sequence (generally having received final course grade of A or A-)
  - Strong background in academic field of the grader position
  - Working knowledge and experience with basic, but not necessarily specialized, technical and computer skills
  - Ability and experience using Learning Management System (e.g., Sakai), Campus IT (e.g., email), and relevant software. Candidate should possess strong interpersonal, organizational, and communication skills.
  - Is responsible and dependable
  - Follows directions, has the ability to prioritize tasks, and can work to meet deadlines
  - Capacity to work independently

- **Other Comments**: Must complete FERPA training and file certificate of completion with Dean of Faculty's Office before beginning work.

III. **CAREER COMPETENCIES**: The National Association of Colleges and Employers has formulated a set of career competencies to help students identify and articulate knowledge and skills that they have developed in various settings. Please identify all competencies that will be developed through this position (check all that apply).

☐ **Career & Self-Development:** Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.
☒ **Communication:** Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
☒ **Critical Thinking:** Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

☒ **Equity & Inclusion:** Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

☒ **Leadership:** Recognize and capitalize on personal and team strengths to achieve organizational goals.

☒ **Professionalism:** Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

☒ **Teamwork:** Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

☒ **Technology**: Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

IV.   <u>**WORK SCHEDULE**</u>:
5 hours a week to be scheduled with the supervisor.

V.   <u>**STUDENT CODE OF CONDUCT:**</u> Like all Pitzer students, all student employees are required to adhere to the Pitzer College Student Code of Conduct.

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