

**Academic Student Employees
DESCRIPTION OF DUTIES FORM**

Please print the following information

Employee Name:

Date:

TERM:

SUPERVISOR:

Course # (if applicable):

Course Title (if applicable):

Course Location (if applicable):

Day(s)/Time of Course(s) (if applicable):

The job duties designated below are required of the employee. Please check the appropriate items and describe, if applicable:

Attend course lectures

Present lectures Frequency/dates:

Instruction/supervision of sections/courses/labs per week

Course/lab Preparation

Evaluate student assignments

Read and evaluate student papers

Proctor Exams

Maintain/submit student records (e.g. grades)

Hold office hours per week

Provide research assistance

Supervisor/Academic Student Employee(s) meetings Frequency/duration:

Perform individual and/or group tutoring

Perform other tasks as assigned Please list briefly:

The supervisor will perform class observations Yes No