

Position Description

POSITION PROFILE

Position Title: Student Chemistry Grader

EOU Department/College: Chemistry - Biochemistry

EOU Supervisor Title: Colby Heideman, Professor of Chemistry - Biochemistry

Typical Job Duration: Academic Year

Job Level: \$13.70, Level 2

Type of Schedule/Typical Hours: Flexible; primarily requires availability for grading assignments outside of class hours, which may include evenings and weekends depending on the grading load.

Typical Number of Hours Per Week: Approximately 5-10 hours, depending on the number of students and assignments.

POSITION INFORMATION

Student Position Description Summary:

The Student Chemistry Grader will assist the professor with the grading of routine coursework for lower division chemistry classes. This role requires a solid understanding of the course content and the ability to apply grading criteria consistently.

Job Duties/Responsibilities/Essential Functions:

- Grade assignments and exams based on a grading rubric provided by the instructor.
- Ensure accuracy and consistency in grading.
- Communicate with the instructor regularly to discuss any grading issues or concerns.
- Maintain confidentiality of student grades and personal information.
- Provide timely feedback to students as directed by the instructor.

HIRING CRITERIA

Minimum Qualifications:

- Current or following term undergraduate enrollment of at least 6 credits/graduate enrollment of 9 credits.
- Must be in good academic standing (2.0 or higher).
- Passing a background check prior to employment offer.
- Must have successfully completed the course (or higher equivalent) for which they will be grading.

Preferred Qualifications:

- Demonstrated mastery of the content relating to the course.

Desired Knowledge, Skills & Abilities:

- Strong knowledge of chemistry principles relevant to the courses being graded.
- Attention to detail and accuracy in handling assignments.
- Ability to maintain confidentiality and handle sensitive information.
- Good time management skills to ensure timely completion of grading.

STUDENT LEARNING OUTCOMES

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

Academic Learning Outcomes:

- Enhance understanding of chemical concepts and analytical skills through detailed examination of student assignments.

Industry Learning Outcomes:

- Gain experience in educational assessment, an essential skill for academic and research careers in chemistry.

Career-Readiness Learning Outcomes:

- Develop professional skills such as reliability, responsibility, and time management, which are applicable in any career path.

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