ELECTRICAL & COMPUTER ENGINEERING

UNIVERSITY *of* WASHINGTON

JOB DESCRIPTION – Reader/Grader (Academic Student Employee)

The Department of Electrical & Computer Engineering at the University of Washington is a nationally ranked education and research program. Located on the main Seattle campus of the University of Washington, UW Electrical & Computer Engineering currently supports greater than 1100 undergraduate and graduate students and over 50 active research faculty. UW ECE is a dynamic organization that provides comprehensive administrative and advising services in support of our teaching, research and service missions.

JOB FUNCTIONS
- Prepare webpage for course materials
- Maintain (update) webpage for course materials
- Grade homework
- Prepare solution sets
- Maintain grading records
- Maintain records on individual students' assignment completion
- Attend meetings with instructor and/or Tas
- Attendance at lectures
- Office hours

Miscellaneous

- Other duties as assigned on an as-needed basis

Duties may include some or all of the following in consultation with the Instructor.

KEY ACTION ITEMS WHEN YOU BEGIN EMPLOYMENT AS A STUDENT EMPLOYEE
In order to have a smooth transiton into your new postion, make sure to complete all of the following items.

☐ **Bring documentation to complete your I-9 form.**
- You should have received an email from Workday about beginning the I-9 process.
- To complete this process, you must present to your unit's I-9 coordinator original documentation that establishes your identity and employment authorization.
- Acceptable documentation may include a U.S. Passport, a driver license and social security card, or other documentation as outlined on the last page of Form I-9.
- Timely completion of an I-9 is required in order to legally work in the United States. For a visual representation of this process click here.

☐ Present your documentation in-person within 3 business days of your hire date (regardless of start date).

==Note==: Christie Peralta (payroll@ece.uw.edu) is the ECE I-9 Coordinator student employees will work with. Once an offer has been accepted, Christie will send an email to new employees and re-hires to schedule an in-person meeting.

☐ **Bring proof of full COVID-19 vaccination to verify your COVID-19 vaccination status.**
- Being fully vaccinated against COVID-19 is a condition of employment at the University of Washington. Even though you attested as a student, you MUST attest again as an employee. This does not apply to student hourly employees with an approved exemption.

☐ Present proof of full COVID-19 vaccination to your I-9 coordinator or HR Partner on or *before* your first day of employment.

☐ **Complete required trainings within 30 days of start date.**
 ☐ Violence prevention & response
 ☐ Husky Prevention & Response (Title IX)
 ☐ Asbestos Awareness training
 ☐ Reporting Suspected Child Abuse or Neglect

☐ **Review information posted on the student employment website.**
 ☐ About student employment
 ☐ Time off and leave policies
 ☐ Work policies for student employees
 ☐ Getting started as a new student employee
 ☐ Finding student employment
 ☐ Resources for student employees