

University of California, San Diego

Department of Economics

ACADEMIC EMPLOYMENT OPPORTUNITIES FOR UNDERGRADUATE STUDENTS

Reader

Duties: A Reader attends all lectures and assists a course instructor by grading homework, papers or exams. A Reader may also hold office hours to answer students' questions about such assignments.

Qualifications: A Reader must complete an Undergraduate Instructional Employment Application for consideration of employment. Applications may be obtained in the Economics Department Student Services Office in SH 245. Readers are only assigned to upper division courses. A student must have at least 90 units of coursework completed at UCSD. Six courses must be upper division Economics courses, which should include relevant core courses. A minimum GPA of 3.5 in Economics must be achieved as well as a minimum overall GPA of 3.0. A student must have taken and received at least a grade of "B" in the course or equivalent in which s/he is serving. A student may not assist in a course in which s/he is enrolled, nor may a student be a Reader in more than one course in a quarter.

Compensation and Working Hours: Readers are paid \$10.58 per hour for the work performed. The service period of employment runs from the first week of the quarter through the end of final exams week. Without exception it is expected that Readers will be available to carry out their grading responsibilities through final exam week. There may be some weeks in the quarter in which a Reader does not work, and it would be exceedingly rare for a Reader to work more than 15 hours per week. ***Under no circumstances are Readers authorized to work over 20 hours per week.***

Employment Forms: The Graduate Advisor will provide Readers with a packet of employment forms to be completed and signed prior to beginning work. Be prepared to provide requested identification and evidence of UCSD registration in a minimum of 12 units for the quarter in which you are working.

Timesheets: At the time of hire, Readers will be provided with a supply of timesheets. Timesheets are used to keep track of hours worked and must be completed, signed, dated and turned into the Graduate Advisor Office (Sequoyah Hall 243) every Friday. Failure to turn in timesheets every Friday may jeopardize the issuance of paychecks.

Paychecks: Readers are paid on a bi-weekly basis every other Wednesday throughout the quarter. If you do not chose Direct Deposit, paychecks may be picked up from the Graduate Advisor in Sequoyah Hall 243. Paychecks are released only to the recipient.

Office Assignment: The Department of Economics makes Sequoyah Hall 244, a small conference room, available for Readers to hold occasional office hours if/as needed. The room is open between the hours of 8:00am – 4:30 pm, Monday through Friday, and is used for many purposes. It is essential that the room be reserved in advance with the Undergraduate Advisor in Sequoyah Hall 245.

Mailboxes: Readers will be assigned a mailbox in Sequoyah Hall 245 during the quarter of employment. The mailbox may be used for receiving papers for grading from the instructor or students.