# Reader / Grader Job Description

## Job Duties

Reader/Graders provide diverse services as course assistants, which will normally include grading student papers and examinations. Other duties may include recording attendance at lectures, consultation with instructors, and other duties as assigned. Additional hiring criteria may be determined by the individual instructor supervisor and will be posted during the hiring process. Reader/Graders may not perform teaching duties.

## Process

Instructors are entitled to a reader/grader allocation from the Department if they are teaching an undergraduate level Econ class without a TA. (Some instructors choose to not use a reader/grader )

Reader/graders are hired by the instructor and serve as the employee supervisor.

At the time of hiring each quarter, appointed reader/graders will receive an appointment letter from the Department consistent with Article 4 of the UAW/UW collective bargaining agreement.

## Compensation

Reader/graders in the Department of Economics will be paid from the departmental allocation at the rate of $21.57 per hour with a workload expectation of an average of 1 hour per student per quarter.

As per Article 32 of the collective bargaining agreement, reader/graders will not be required to work more hours than specified in their appointment letters, or work any hours for which they are not paid. \*\*International students, please see additional information at the bottom of this page.

Reader/graders in the Department of Economics are paid on a flat rate basis, based on enrollments. The Administrator and/or Payroll Coordinator will not request or require a time sheet to document actual hours worked, but instead will take the instructor supervisor’s notification of reader selection and the subsequently issued appointment letter as indication of the work agreement. It is the supervisor’s responsibility to ensure assignment and completion of work for the project period, or to notify the Administrator if the hired reader/grader was not available for work (should not to be paid) after being appointed for the quarter. Payments will generally be processed so that reader/graders receive the whole flat amount on the last pay check of the quarter.

## Job Posting

If the Economics Department has any open Reader/Grader positions, we will post them on the [Academic Student Employee page.](https://econ.washington.edu/academic-student-employees)

## International Students

International students with a TA/RA/SA/Instructor or any other 50% or 20 hour per week appointment cannot, at the same time, have an appointment as a reader/grader without additional authorization from the International Students and Scholars office, for additional information please consult the [ISS office.](https://iss.washington.edu/about-iss/)

## Conditions

Reader/Graders are classified as Academic Student Employees covered by the [UAW/UW collective bargaining agreement.](https://hr.uw.edu/labor/academic-and-student-unions/uaw-ase/ase-contract)