

Appendix E – Description of Duties Guide

1. Go to the link: [Appendix E – Description of Duties Guide](#)
2. Complete the form with the academic student employee's information

APPENDIX E

DESCRIPTION OF DUTIES FORM

Term: _____ Supervisor: _____ Course #: _____
 Course Title: _____ Location: _____
 Day/Time: _____ Employee: _____

The job duties designated below are required of the employee. Care should be taken to ensure that the time required to complete these duties is consistent with the hours established in the appointment notice. Please check the appropriate items and describe, as applicable:

Attend course lectures

Present lectures Frequency/dates: _____

Instruction/supervision of _____ sections/courses/labs per week

Preparation

Hold _____ office hours per week

Supervisor/ASE(s) meetings Frequency/duration: _____

Attend pedagogy classes required for training purposes

Read and evaluate student papers. Describe: _____

Proctor examinations

Perform individual and/or group tutoring

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

Evaluate student assignments

Provide research assistance

Perform other tasks as assigned. Please list: _____

The supervisor will perform class observations. Yes _____ No _____

3. Select  at the bottom of the form.

4. Enter the Academic Student Employee name and email address in the following box.
*****Note: DO NOT enter your information; the form is meant to be sent directly to the student employee.*****

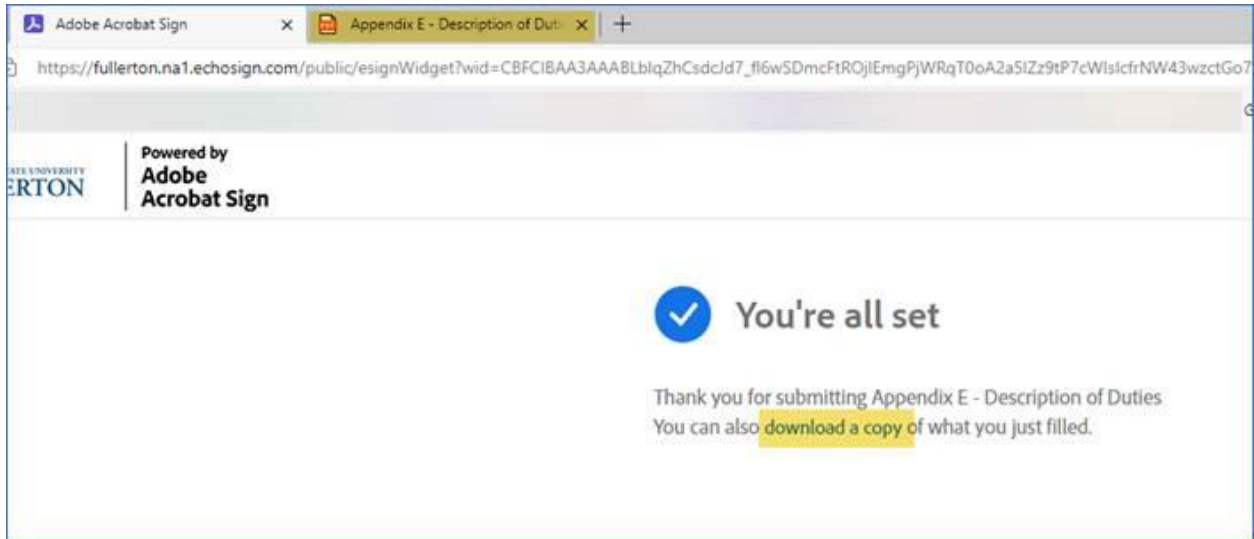
Enter Your Information ×

Please enter your name and email and then click to submit this document.

Name

Email

- 5. Select *download a copy* after sending the form to the student employee.



- 6. The student receives the message below through email, this confirms that the form is complete. *****Note: Signature is NOT required.*****

