

***NAPA VALLEY COLLEGE
STUDENT WORK STUDY
JOB DESCRIPTION***

TITLE OF JOB: READER & GRADER **POSITION UPDATED:** JUNE 2018

DEPARTMENT: VARIOUS

GENERAL PURPOSE:

Under general supervision, support and assist faculty members with grading homework and possibly some quizzes.

DUTIES:

Work with general supervision. Pick up work to grade, write solutions to selected problems, grade papers, record grades, return work to instructor along with a note about any common problems students may have had, filing, do photocopying. Handle confidential information. Other assignment as necessity and time allows.

SKILLS REQUIRED:

Ability to alphabetize, and follow directions. Have passed the courses they are grading for with a "B" or better.

Comments:

Including but not limited to Science, Math & Engineering, Social Sciences.