



From: Beth A Markowitz bm71@nyu.edu  
Subject: Spring 2022 Grader Position for MATH-UA 235
Date: January 19, 2022 at 2:17 PM
To: Erica Liu yl8801@nyu.edu
Cc: Antoine Cerfon cerfon@cims.nyu.edu

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Dear Erica,

You have been assigned to grade MATH-UA 235.001 Probability & Statistics, for the Spring 2022 semester. Please contact the instructor, Antoine Cerfon (copied on this email), as soon as possible to discuss your responsibilities in detail. Also, if you will not be in the US or are not yet sure if you will be in the US in the spring, please contact Beth Markowitz (beth@cims.nyu.edu) to let her know ASAP.

This position starts on Monday, January 31st and requires you to work up to and no more than 8 hrs/wk. You will be paid a total of \$2,240 for the semester and will receive this split into bi-weekly payments throughout the semester.

There will be an online Grader Orientation to explain the duties associated with grading. In order to accept your grader appointment, all graders--even returning graders--must complete the orientation. You will receive an email notifying you of when you have been enrolled in this orientation.

I've attached a document that outlines the Math Department's expectations for undergraduate graders. Please read this packet carefully before you meet with your instructor.

Below is payroll information, please complete as soon as possible as you **cannot start this position until this paperwork is completed.**

Please Note: All graders must have work authorization in the US

Returning University Employee Payroll Information: In order to be paid you must fill out **Reappointment Form A** found in Albert in the **Wasserman On-Campus Student Employment Registration** section and return to Beth Markowitz (beth@cims.nyu.edu) via email once it is signed. Then fill out the [Courant Math External Form](#).

New University Employee Payroll Information: Fill out **Initial Form B** found in Albert in the **Wasserman On-Campus Student Employment Registration** section. You will then need to visit the Wasserman Center for Career Development in-person to complete your "On-Campus Student Employee Application Form." ****Please see the [REQUIRED DOCUMENTS SECTION](#) so that you are prepared for the Wasserman Center Visit.** Once you receive the signed On Campus Employment Form from the Wasserman Center you should email to Beth Markowitz (beth@cims.nyu.edu) and then fill out the [Courant Math External Form](#).

If you need a social security number, please email Beth Markowitz (beth@cims.nyu.edu) for further instructions.

You may refer to the following link for additional information on the payroll process and direct any questions not answered there to onunez@cims.nyu.edu.

<https://cims.nyu.edu/admin/payroll/>

Reminder: Once you have your I-9 verified on your Wasserman Form, please email the Wasserman form to Beth Markowitz at beth@cims.nyu.edu and also fill out the [Courant Payroll Appointment Form](#) and submit it at the same time.

Finally, let me say that grading for the department is truly an important job. Please treat this position with the dedication it deserves. If you foresee any problems, you should immediately contact Beth Markowitz (beth@cims.nyu.edu) and the instructor of the course to notify them of any issues. We thank you in advance for your hard work!

Sincerely,

Matthew Leingang
Vice Chair for Undergraduate Affairs

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Beth A. Markowitz, Ed.D.
Assistant Director, Academic Affairs
Undergraduate Mathematics Department
Courant Institute of Mathematical Sciences
Phone: 212-998-3163
beth@cims.nyu.edu

Pronouns: She, Her, Hers, Herself
Telecommuting: Mon. - Fri. 9 am - 5 pm

**To create an appointment please go to the following link:

<https://nyu.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/6381/schedule>



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