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08-Oct-2024

Grader (FWS Eligible)

Student Worker IV

105183BR

Job Description

The School of International Letters and Cultures is currently looking to hire two (2) graders for two classes, each consisting of 60 students. Applicants must be current ASU students fluent in English, at least at the **junior** level, and have completed humanities courses. Familiarity with Canvas and grading experience in humanities courses is preferred.

Student Recruitment Type

Student Hire Hourly

Campus/Location

Campus: Tempe

Department Name

SILC

Full-Time/Part-Time

Part-Time

VP Code

EXEC VP/PROVOST

Scope of Search

Open

Grant Funded Position

This is not a grant funded position and is not contingent on future grant funding.

Salary Range

\$17.40 per hour

Close Date

11-October-2024

Essential Duties

Evaluate the students' discussions and essays in Canvas.

Minimum Qualifications

This classification is limited to teaching/research aide type work or those positions requiring highly specialized skills and/or technical knowledge.

Desired Qualifications

- The grader must be fluent in English.
- The grader must be at least at the JUNIOR level.
- The grader must have taken humanity courses.
- The grader must be familiar with Canvas.
- Prior experience in grading humanity courses is preferred.

Working Environment

Activities are performed in an environmentally-controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse.

Required to stand for varying lengths of time and walk moderate distances to perform work.

Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds. Ability to clearly communicate to perform essential functions.

The working environment will be adjusted accordingly regarding University policy.

Department Statement

The School of International Letters and Cultures is one of 19 academic units within The College of Liberal Arts and Sciences where students receive rich educational experiences that prepare them for life and citizenship in the modern world. In addition to courses taught by world-class faculty in both ancient and modern languages and cultures, students are exposed to various world languages and cultures through study abroad programs, full-year or semester-long language and cultural immersion programs, on-campus international guest speakers, international student organizations, intensive language study, and mentorship by internationally recognized faculty. With a teaching and research staff of approximately 200 faculty, lecturers, instructors, faculty associates, and graduate teaching assistants, SILC offers 28 undergraduate degrees, 12 graduate degrees, 15 summer study abroad programs and has approximately 600 majors and 70 graduate students.

The College of Liberal Arts and Sciences is the largest college at ASU and is organized in a divisional structure comprised of Humanities, Natural Sciences, and Social Sciences. In addition to top academic programs, award-winning faculty, and state-of-the-art lab and research facilities, The College offers unique opportunities to explore a vast spectrum of academic disciplines - from science and math to languages and philosophy - that few other colleges and universities can provide. With 13 schools, six departments, three programs, 89 majors, 136 graduate degrees, and over 40 world-class research centers and one-of-a-kind institutes, The College is redefining liberal arts and sciences education for the 21st century.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 100,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit <https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco>

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy of the report by contacting the ASU PD at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <https://cfo.asu.edu/az-resources>.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

IMPORTANT NOTE: What is the meaning of “equivalent combination” in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of experience. For example, a four year Bachelor’s degree is equal to four years of experience.

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