

HIRING PROCEDURES FOR GRADING POSITIONS

Please detach and keep this sheet for your information.

If you are applying for a grading position with the Department of Mathematical Sciences, your application must be submitted by the **beginning of final exam week** of the semester prior to the one for which you are applying. (For example, to apply for grading in the spring semester, you must submit your application by the beginning of final exam week in December.)

You must then check your IUPUI email diligently the **week prior to the start of the semester** to find out your grading assignment. At that time, you will be instructed to visit the Math Department to sign a sheet indicating that you are accepting (or not accepting) your assignments. You will then have until the **end of the first week of classes** to contact the instructor(s) you are grading for. This can be done by contacting the instructor in person, calling the instructor, or emailing the instructor. If you do not accept your assignment or contact your instructor by the above stated deadlines, your grading assignments will be given to another grader.

If you are newly hired, you will need to fill out appropriate paperwork when you accept your assignment. This paperwork, among other things, will authorize the University to perform a background check on you. International students who are hired will need to bring copies of their visas when returning their employment forms. Also, all students should have a social security number and card. If you do not have one, please check with the Math Department for instructions on obtaining one.

NOTE: If you are hired into another position by IUPUI during the course of the semester (or the total number of hours you work increases), please let the grading coordinator in the Math Department office know immediately. There are limits on the number of hours that students are allowed to work within the University.

Department of
Mathematical
Sciences

402 N. Blackford Street,
LD 270
Indianapolis, Indiana
46202-3216

317-274-6918
Fax: 317-274-3460

APPLICATION FOR GRADER
FOR TERM _____
SEMESTER / YEAR

NAME: _____

ID NUMBER: _____ HOME TELEPHONE: _____

WORK TELEPHONE: _____

ADDRESS: _____

IUPUI E-MAIL ADDRESS: _____@iupui.edu

UNDERGRADUATE student / GRADUATE student (circle one)

MAJOR/PROGRAM: _____

How many hours/week are you interested in grading? _____

(Please note: International students with student visas may work only on campus and only for a total maximum of 20 hours per week.)

Do you work anywhere now within the IUPUI system? YES / NO

If yes: where and what do you do? _____

How many hours per week? _____

Are you applying for any other job within the IUPUI system? YES / NO

If yes: where? _____

Have you graded for the math department before? YES / NO

If yes: for what courses have you graded (list all)? _____

For which instructors have you graded (list all)? _____

Are you eligible for work-study? YES / NO

(Work-study is a formal financial aid program. International students with student visas are not eligible for the work-study program.)

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*** In the space below or on the back, list all the math courses you have completed, with final grades.**

*** If you have not previously worked for the math department, list below the names of instructors who can be contacted about your work.**