California State University
Northridge

Description of Duties Form

Academic Student Employee

Term: _____ Supervisor: _____ Course#: _____

Course Title: _____ Location: _____

Day/Time: _____ Employee: _____

The job duties designated below are required of the employee. 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: _____

_____ 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_____

A Teaching Associate or exempt Graduate Assistant with a 50% time-base appointment shall normally be assigned a workload of no more than 320 hours per semester/220 hours per quarter/120 hours per 6 week summer session. A Teaching Associate or exempt Graduate Assistant with an appointment of 50% time-base or less shall normally be assigned a workload of no more than 8 hours in any one day and 40 hours in any one week. The number of hours worked in excess of 20 hours per week may not normally total more than 73 hours per semester/50 hours per quarter/27 hours per 6 week summer session.