

APPLICATION FOR UNDERGRADUATE ASSISTANTSHIPS FOR SPRING 2010

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION FORM. YOU SHOULD KEEP THESE INSTRUCTIONS, AS YOU MAY NEED TO REFER TO THEM IN ORDER TO MEET THE VARIOUS DEADLINES.

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APPLICATIONS WILL BE ACCEPTED BEGINNING OCTOBER 14, 2009 AND MUST BE RECEIVED BY DECEMBER 18, 2009.

GIVE YOUR COMPLETED APPLICATION, ALONG WITH A COPY OF YOUR UNIVERSITY TRANSCRIPT (A PHOTOCOPY IS ACCEPTABLE BUT IT MUST INCLUDE YOUR NAME AND ID), TO THE RECEPTIONIST IN MATH 835.

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Undergraduate assistantships are reserved for students with a strong mathematical background. The three types of positions available include grader, class assistant and exam proctor. Various combinations of these positions are also available. On the following pages, each of these positions is described and the qualifications needed are listed. Complete only those sections for positions for which you are qualified and would like to be considered. The number of positions available is always limited, so be sure to consider all of the positions available.

Undergraduate assistants will work 5-10 hours per week scheduled according to the position(s) to which they are assigned. You should be available to work for all 15 weeks of the semester. You will be paid in 8 biweekly installments. The hourly pay rate is \$7.25 per hour.

To find out if you have a job for the semester, check the list posted on the 8th floor bulletin board of the MATH building (across from the elevators) **on the first day of classes** (January 11, 2010) between the hours of **8:30 a.m. - 3:30 p.m.** If your name is listed, please go to MATH 835 and see the receptionist to accept the position. If more positions become available (if someone does not accept a position or fails to report on the first day), those not previously hired will be given further consideration. If you have worked for the department previously, it is hoped that you will be offered a position, however, this is not guaranteed.

If you have any further questions about these positions, please contact Devi Nichols, MATH 816, 49-41901, dln@math.purdue.edu.

Be sure to keep the information on the application form (especially your phone number and email address) updated throughout the semester.

COMPLETE THIS SECTION ONLY IF YOU ARE INTERESTED IN THE POSITION OF:

UNDERGRADUATE GRADER

JOB DESCRIPTION:

Graders are assigned to grade homework assignments for MA 137, 138, 139 and 223. You must also keep accurate records of students' scores throughout the semester. Your precise duties will be described to you by the instructor to whom you are assigned. Graders are hired to work 5 -10 hours per week.

QUALIFICATIONS:

Preferred candidates will be undergraduate students who have completed at least MA 261 with high grades, have good organizational skills and are dependable. (Please do not apply if you will have other obligations, such as plant trips, conferences, etc., which might prevent you from regularly grading assignments.)

Previous Grading Experience:

Interested, but no previous experience

Term/Year	Course(s)
_____	_____
_____	_____
_____	_____

Other Experience (tutoring, etc.):



COMPLETE THIS SECTION ONLY IF YOU ARE INTERESTED IN THE POSITION OF:

UNDERGRAD CLASS ASSISTANT

JOB DESCRIPTION:

Class assistants are hired to help in MA 154. You will be asked to attend a lecture, grade/record homework assignments, grade/record quizzes, proctor exams and/or record exams. (*Please note that you will be required to proctor evening exams.*) Your precise duties will be described to you by the instructor to whom you are assigned. You may also be required to meet with the instructor on a weekly basis. Class assistants are hired to work 10 hours per week.

QUALIFICATIONS:

Candidates must be upper division students who have an extremely strong background in mathematics, are able to follow instructions, have good organizational skills and are dependable. (Please do not apply if you will have other obligations, such as plant trips, conferences, etc., which might frequently prevent you from completing your duties.)

Interested, but no previous experience

Please note any relevant experience (tutoring, course assistant, grading, etc.):

COMPLETE THIS SECTION ONLY IF YOU ARE INTERESTED IN THE POSITION OF:

EXAM PROCTOR

JOB DESCRIPTION:

Exam proctors are in charge of MATH 205 while students take mathematics make-up exams and credit exams. Proctors check in students, seat them, actively proctor as students complete their exams, and handle any problems that may arise. Exam proctors are hired to work 5-7 hours per week. One position is hired to work Monday, Wednesday and Friday from 7:45 – 10:10 a.m. The other position is hired to work Tuesday 12:45 – 3:10 p.m. and Thursday 7:45 – 10:10 a.m. These are the only shifts available for exam proctors.

QUALIFICATIONS:

Preferred candidates will be upper division students who have successfully completed a calculus sequence, are not taking a 200-level or lower mathematics course, are extremely dependable and are very conscientious. (Please do not apply if you will have other obligations, such as plant trips, conferences, etc., which might prevent you from regularly keeping your hours.)

Interested, but no previous experience

Please note any relevant experience (exam proctoring, class assistant, etc.):
