

APPLICATION FOR UNDERGRADUATE ASSISTANTSHIPS
FOR FALL 2012

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.

APPLICATIONS MUST BE RECEIVED BY FRIDAY, JULY 13, 2012

GIVE YOUR COMPLETED APPLICATION, ALONG WITH A COPY OF YOUR UNIVERSITY TRANSCRIPT (A PHOTOCOPY IS ACCEPTABLE), YOUR RECORD FROM MYPURDUE IS ALSO ACCEPTABLE BUT PLEASE MAKE SURE IT INCLUDES YOUR NAME AND PUID, AND A COPY OF YOUR FALL SCHEDULE TO TERRI KEPNER IN MATH 835.

In addition to submitting your application on time, you must also call (765-494-1901), email (tkepner@math.purdue.edu), or send a letter (ATTN:Terri Kepner, Mathematics Department, Purdue University, West Lafayette, IN 47907-2067) between June 30 and August 10, with an updated address and telephone number to activate your application. Otherwise, you will not be considered for a position.

Undergraduate assistantships are reserved for students with a strong mathematical background. The two types of positions available include grader and exam proctor. On the last page, these positions are 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 both of the positions available. Please do not apply if you will have other obligations, such as plant trips, conferences, etc., which might prevent you from regularly completing your duties.

Undergraduate assistants will work 4-9 hours per week scheduled according to the position 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 (August 20, 2012) between the hours of 8:30 a.m. - 3:30 p.m. If your name is listed, please go to MATH 835 and see TERRI KEPNER 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 Tim Delworth, MATH 814, 49-41914, delworth@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 13700, 13800, 13900, 15400, 22300, 23100 and 23200. 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. You may be required to attend the class as part of your assignment.

QUALIFICATIONS:

Preferred candidates will be undergraduate students who have completed at least MA 261 with high grades, have good organizational skills and are dependable.

Previous Grading Experience:

Interested, but no previous experience

Term/Year

Course(s)

Other Experience (tutoring, etc.):



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 and Wednesday from 7:45 – 10:10 a.m. and on Friday from 2:30 – 4:40 p.m. The second position is hired to work Tuesday 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.

Interested, but no previous experience

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