

Program on the Environment
Reader/Grader for Environmental Studies Capstone Courses
Position Announcement

Application Deadline: **September 20, 2019**

Employment Period: **September 16, 2019 to December 15, 2019**

Program on the Environment is seeking a reader/grader to provide support for ENVIR 490 (Pre-Capstone Seminar) and ENVIR 492 (Post-Capstone Seminar) in Autumn Quarter of 2019.

The capstone sequence of courses (ENVIR 490–491–492) is required for all UW seniors majoring in Environmental Studies. These courses are designed to provide students with hands-on experience in environment-related work, to improve their written and oral communication skills, and to help them prepare for their next steps after graduation—either in graduate school or in a career field. As such, the reader/grader will copyedit not only traditional academic products (rough and final drafts of papers) but also resumes and work plans.

More information about the Capstone course series can be found at:

<https://envstudies.uw.edu/undergraduate-students/course-planning/course-requirements/capstone/>

Responsibilities include:

The capstone reader/grader's primary role is to help the capstone instructor copyedit student work. The reader/grader will provide feedback on:

- Assist the instructor in evaluating, grading, and recording daily assignments by students in ENVIR 490 and ENVIR 492;
- Review, comment, and copyedit draft capstone proposals written by pre-capstone (ENVIR 490) students;
- Review, comment, and copyedit resumes and cover letters written by pre-capstone (ENVIR 490) students;
- Review, comment, and copyedit draft synthesis papers written by (ENVIR 492) post-capstone students;
- Review and copyedit revised 2-page summaries written by post-capstone (ENVIR 492) students;
- Assist the instructor with planning and implementing course-related events;
- Meet weekly with the instructor.

Requirements:

- Excellent written, verbal and interpersonal communication skills;
- Experience providing individualized feedback in writing-intensive courses;
- Availability for full appointment timeframe.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Desired: The ideal candidate will have a background in teaching and/or research about environment-related issues. Familiarity with multiple types of writing, an interdisciplinary teaching background, and experience with capstone or career-preparation courses are also desirable.

Compensation: \$20.00/hour

Condition of Employment:

- Currently registered UW graduate student
- Compensation: \$20.00/hour. The reader/grader will work a maximum of 115 hours during the quarter.

To Apply:

Please send an email to psean@uw.edu with the subject ENVIR Capstone Reader-Grader and your last name.

Attach to the email a single PDF document that includes:

- a. A cover letter describing the strengths you would bring to serving as a Reader-Grader in this interdisciplinary environmental studies course, as well as your strengths and background relevant to the specific activities outlined in the position and course description
- b. A current resume that includes your work history and academic accomplishments of no more than two pages
- c. Two references (name, title, phone, email) familiar with your teaching abilities

Deadline: Submit your application materials by September 20, 2019.

Acceptance: If offered the position, the candidate must accept within one week.

Notes: This job classification is governed by a negotiated labor contract

The University of Washington is an equal opportunity, affirmative action employer.
<https://ap.washington.edu/eoaa/aapolicy/>

To request disability accommodation in the application process, contact Disability Services Office, <https://hr.uw.edu/dso/services/> 206-543-6450, 206-543-6452 (TTY) or dso@uw.edu