

The Polytechnic School (TPS) will create group postings for our Grader (student hourly) positions. There will **ONE** open grader postings for each TPS program.

We will reflect each student working 8, 12 or 16 hours a week, post hire.

Grader Positions:

	8 hours/week 20% FTE	12 hours/week 30% FTE	16 hours/week 40% FTE	Over 90 students enrolled in class
Hourly Rate	\$15.62 – \$16.50			
C Session enrollment	40-50	51-60	61-90	Additional grader(s) based on course enrollment
A or B Session enrollment	30-40	41-60	61-90	

Wage Scale (based on type of course)

Type of Course (for Grader request)	Hourly Rate
Lower division	\$15.62
Upper division	\$16.50

Students apply for our Grader postings at:

<https://students.asu.edu/employment/search>

Grader Start/End Dates:

Term	Start Date *	End Date
Fall 2024 – A session	8/26/24	10/13/24
Fall 2024 – B session	10/21/24	12/8/24
Fall 2024 – C session	8/26/24	12/8/24
Spring 2025 – A session	1/13/25	3/15/25
Spring 2025 – B session	3/24/25	5/11/25
Spring 2025 – C session	1/13/25	5/11/25
Summer 2025 – A session	5/19/25	6/29/25
Summer 2025 – B session	6/23/25	8/3/25
Summer 2025 – C session	5/19/25	7/14/25

*** Students cannot begin working until their hire has been fully processed. They may not be able to begin on the above listed Start Dates.**

The group grader positions postings will be advertised at Student Employment with a rolling deadline. Each posting will remain on Student Employment’s job listing for six months or June 30th (whichever comes first), at which time we will automatically set up new postings.

GRADER HIRE PROCEDURES

1. The **TPS HR team** will post the grader advertisement for each academic program.
2. **FACULTY** will go to the **TPS Grader Employment** form:
 - a. <https://poly.engineering.asu.edu/tps-support-services/>
 - b. Click on the **TPS Grader Employment** form



3. **FACULTY** fills in the information for the Grader hire:
 - a. If you know who you want to hire – enter the student’s name and ID number and attach the student’s resume to the form and we will complete a focused hire.
 - b. If you want to review applications – put “NEED TO REVIEW APPLICANTS” in the name field and “0000000000” in the ID number field.
4. The form will route for Program Chair approval and then Director’s Office approval. The Director’s Office will verify enrollment.
5. Once fully approved, the POLY HR team will either send you resumes to review or process the Grader hire.
6. Graders are hired through Kenexa – conditional and final offer letters are system generated; however, POLY HR team will communicate when we reach that stage.
7. Both **STUDENTS** and **FACULTY** will be notified when the hire has been fully processed.

DO NOT have the Grader start working until you have been notified by the Poly HR team