The job duties designated below are required of the Academic Student Employee specifically for SP20 Quarter:

- Attend/participate remotely in instructor-led synchronous lectures (e.g., using Zoom or other teleconference platform) or review asynchronous lectures
- Prepare for and conduct virtual instruction of up to 3 discussion sections/labs per week. Options include:
  - A) Lead synchronous discussions using remote instruction tools (e.g., Zoom) OR
  - B) Record, edit, and post asynchronous sessions to the course LMS
- Assist with in-person development/production of class content (e.g. laboratory demonstrations). NOTE: this is on a voluntary basis only.
- Hold up to 2 virtual office hours per week (via Zoom or another appropriate platform)
- Attend/participate remotely in Supervisor/ASE(s) meetings of up to 1-3 hours per week
- Read, evaluate (grade), and provide feedback on student work submitted online (via Canvas, Gradescope, or another online platform)
- Proctor quizzes/exams virtually (via Zoom, Examity, ProctorU, or other online proctoring service)
- Maintain/submit student records (e.g., grades)
- Perform other tasks as assigned:
  - May help maintain course website (e.g. Canvas)
  - Monitor for and report violations of academic integrity.
  - All additional assigned tasked must be done to support remote instruction while maintaining the health and safety of all staff, faculty, TAs, and students. Note that assistance with in-person development / production of class content is on a voluntary basis ONLY.