

# MEE Grader Application Process

## UNT Grader Employment Hiring Policies:

- 1.** The Undergraduate Grader position is a 'student worker position' which requires that all employees be students of the University of North Texas. Class schedules are required to be submitted with each new application, and each following semester of employment. Students' class schedules will be checked after the census date (12th day of class) each semester to verify that each employee is still enrolled in classes. Failure to enroll or remain enrolled in classes will result in termination of employment as an undergraduate grader.
- 2.** Undergraduate graders are required to be dependable and have a strong sense of responsibility. The Grader position is a "security sensitive" position and requires a minimum of a 3.0 GPA. Graders must maintain a minimum 3.0 Mechanical & Energy Engineering GPA to be qualified for employment, and/or remain employed within the MEE Department. GPA's will be checked each semester of employment.
- 3.** The grader position is an hourly position which pays \$15.00. Weekly hours fluctuate based upon the grading assignment(s) and does not guarantee a specific amount of time or money each pay period.
- 4.** Graders must meet expectations of the course Instructor of record, which includes grading weekly homework and returning assignments in a timely manner.
- 5.** Graders are required to attend the pre-semester meeting each semester of employment. Graders who do not attend the pre-semester meeting will not be eligible to grade for the MEE Department that semester.
- 6.** International student employees are limited by the U.S. Government to 20 hours of work per week campus wide, which means that employment with more than one department is not favorable.
- 7.** Domestic student employees are limited to work a maximum of 25 hours a week campus wide. Employment within other departments MUST be reported to the MEE Admin Coordinator at the beginning of each semester of employment.
- 8.** Applying for more than one position within the MEE department is possible. However, the MEE department seeks to distribute available positions to qualified applicants in a fair and equitable manner. Applicants should not expect to receive more than one type of job assignment with the Department of Mechanical & Energy Engineering.

### Application Requirements:

- 1.** Apply through <http://studentaffairs.unt.edu/career-center/eagle-careers>

**ALL documents are required to be considered.**

- 2.** Application Form
- 3.** Unofficial Transcript
- 4.** Resume
- 5.** Schedule of Classes

Incomplete applications will not be reviewed.

If you are unable to upload transcript through the Eagle Career portal, it can be emailed to the Admin Coordinator at [mee@unt.edu](mailto:mee@unt.edu).