

## Working with an Academic Student Employee

An Academic Student Employee (ASE) in the School of Music is a graduate student pursuing a Master of Arts degree in music on the Pullman campus. These individuals perform a variety of duties for the School of Music, including athletic bands, collaborative piano, class piano, core music major courses, UCORE offerings, ensemble and area support, music library assistance, and stage/technical support. Duties are assigned based on the strengths of the ASE and the needs of the unit.

If you are assigned an ASE, the advice is to communicate early and often to set up the ASE for success.

- Meet with the ASE before classes begin to go over expectations for their work in the class.
  - Do they attend regularly?
  - Do they assist with grading?
  - Are they expected to be a tutor for students?
  - How will you communicate your needs to the ASE?
  - How much interaction will they need to have with Canvas?
  - Any other duties?
- The faculty or staff member working with an ASE should provide the ASE a mid-semester evaluation.
  - A written record of this evaluation is best (email is fine).
  - This is where you can offer feedback about ways to improve job performance.
  - If everything is going well and you are satisfied with the ASE's performance, a short evaluation is acceptable.
  - We want to know about any issues with an ASE well in advance, and having a written record of corrective feedback helps the unit.
- At the end of the semester, faculty and staff receive surveys from the Graduate Program Coordinator.
  - These surveys ask for numeric scores related to job performance and provide space for written comments.