

Department: **Anthropology**

Working Title: **Anthropology Graduate Assistant**

Classification: **Graduate Assistant**

Number of Openings: **1-3**

Pay Rate: **\$2,400 per month (full-time base rate)**

Appointment: **not to exceed 10 hours per week**

Expected Dates of Employment: **September 2019 – December 2019**

Deadline to Apply: **Open until filled**

Requisition #: ANTH\_GA\_1920

## **DUTIES OF THE POSITION**

The graduate assistant will assist faculty in evaluating student work and examinations; prepare course and examination materials; assist students in preparing for course work; and other course-related duties as assigned.

## **MINIMUM QUALIFICATIONS**

Knowledge of the subject matter of the discipline in which assigned. Ability to relate well to others within the academic environment; ability to supervise, assist and train students; and ability to assist faculty in the conduct of special projects or research within the discipline. For initial appointment, evidence of satisfactory achievement in previous academic work; for the subsequent appointments, evidence of satisfactory progress toward completion of degree. Education equivalent to completion of the requirements for a bachelor's degree and registration in a University graduate degree program; students enrolled in credential programs are not eligible for this position. NOTE: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

## **HIRING CRITERIA**

Student must be enrolled in the Cultural Resources Management Master's Program.

## **HOW TO APPLY**

Contact the Anthropology Department Chair, Alexis Boutin at [alexis.boutin@sonoma.edu](mailto:alexis.boutin@sonoma.edu) and submit a resume.

## **HIRING NOTIFICATION**

You will be notified by email.

## **SUPERVISOR**

Professor teaching the course for which the student is employed.

## **OTHER INFORMATION**

- The classification, Graduate Assistant, is one of three classifications in a collective bargaining unit, Unit 11. The Graduate Assistant classification provides currently enrolled or admitted University graduate students the opportunity to assist faculty or teaching staff by performing various professional and technical duties associated generally with the subjects or program which the Graduate Assistant is doing graduate work.
- Sonoma State University hires only individuals lawfully authorized to work in the United States. All offers of employment are contingent upon presentation of documents demonstrating the appointee's identity and eligibility to work, in accordance with the provisions of the Immigration Reform and Control Act.
- The university is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.
- This position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Successful candidates may be required to do a background check (including a criminal records check) before work in the position can begin.



**SONOMA STATE UNIVERSITY**

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