

Department: **Biology**

Working Title: **Biodiversity Outreach Coordinator**

Classification: **Graduate Assistant**

Number of Openings: **1**

Pay Rate: **\$2930/mo (full-time base rate)**

Appointment: **5 hrs per week**

Expected Dates of Employment: **Aug 27, 2019 - Dec 16, 2019**

Deadline to Apply: **Aug 20, 2019**

Requisition #: **BIO\_GA\_1920\_8**

## **DUTIES OF THE POSITION**

Under the direction of Dr. Nathan Rank, the graduate student will oversee a team of Sonoma State University undergraduate students in creation of educational displays for the Biodiversity Outreach Program, while supervising content development and presentation of the material. Outreach activities will take place throughout Sonoma County and surrounding areas. Outreach materials will include Biology department research as well as work being done in conjunction with the Center for Environmental Inquiry. The graduate student leads the planning for outreach activities and content development each year in consultation with Biology faculty members as a member of the Biology Education and Outreach Committee. The graduate student communicates with community partners about event scheduling and scope; oversees the organization of outreach materials and displays, approves undergraduate participation in paid outreach work and oversees financial expenditures in consultation with Dr. Rank and the Education and Outreach Committee. The student also maintains records of outreach events held by the Biodiversity Outreach Program.

## **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**

Admission to the Biology graduate program, prior experience as Biodiversity Outreach Coordination trainee.

## HOW TO APPLY

Email your resume and cover letter to [rank@sonoma.edu](mailto:rank@sonoma.edu)

## HIRING NOTIFICATION

Email notification

## SUPERVISOR

Nathan Rank

## 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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