

Department: **Geography, Environment, & Planning**

Working Title: **Instructional Student Assistant**

Classification: **Instructional Student Assistant**

Number of Openings: **1-5**

Pay Rate: **\$14.00/hour**

Appointment: **Less than 20 hours a week**

Expected Dates of Employment: **8/19/19 - May 2020**

Deadline to Apply: **8/18/19**

Requisition #: **GEP\_ISA\_1920**

## **DUTIES OF THE POSITION**

Meets with instructor to clarify assignments/criteria for evaluation. Duties may include grading assignments based on a key, recording grades in an electronic gradebook, and organizing course materials. Meet deadlines as required.

## **MINIMUM QUALIFICATIONS**

The ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Completion of specific coursework may be required in order to teach, grade or tutor a course. Admission or registration as a University student. Note: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

## **HIRING CRITERIA**

Incumbents must possess the ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Completion of specific coursework may be required in order to teach, grade, or tutor a course.

## **HOW TO APPLY**

Please send a letter of interest to the department's Administrative Coordinator, Natalie Mack, at [mackn@sonoma.edu](mailto:mackn@sonoma.edu).

## **HIRING NOTIFICATION**

By email from the department's Administrative Coordinator.

## **SUPERVISOR**

To be determined.

## **OTHER INFORMATION**

- The classification, Instructional Student Assistant, is one of three classifications in a collective bargaining unit, Unit 11. Instructional Student Assistants, who must be currently enrolled University students, perform tutoring, grading, or teaching-related duties under the supervision of faculty or professional staff.
- 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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