

Department: **Hutchins School of Liberal Studies**

Working Title: **Student Assistant for LIBS 327**

Classification: **Instructional Student Assistant**

Number of Openings: **2**

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

Appointment: **3 hours per week**

Expected Dates of Employment: **August 19, 2019 - December 20, 2019**

Deadline to Apply: **Open until filled**

Requisition #: **HSLIS_ISA_1920**

DUTIES OF THE POSITION

Student attends LIBS 327: Language, Literacy and Pedagogy course section each week to log attendance and class participation, enter grades for quizzes and other assignments, and provide other classroom assistance as needed. Section 001 is Monday 4-6:40pm and Section 002 is Wednesdays 4-6:40pm.

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

Students who have previously completed LIBS 327 are preferred.

HOW TO APPLY

Submit applications to dyers@sonoma.edu for review.

HIRING NOTIFICATION

Successful applicants will be notified by Department Chair Stephanie Dyer.

SUPERVISOR

Ianthe Brautigan Swensen or Stacey Pelton

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

1801 East Cotati Avenue
Rohnert Park, CA 94928-3609