

Department: **Modern Languages & Literatures**

Working Title: **French Foreign Language ISA**

Classification: **Instructional Student Assistant**

Number of Openings: **1**

Pay Rate: **\$15.00/hour**

Appointment: **20**

Expected Dates of Employment: **8/24/19 - 5/17/20**

Deadline to Apply: **8/23/19**

Requisition #: **MLL_ISA_1920_2**

DUTIES OF THE POSITION

Twenty-hours-max-per-week assistance needed by professor Suzanne Toczyski for the Modern Languages & Literatures department.

1) Assistant teaching. -- 7 hours

2) Language Lab. -- 3 hours

3) Preparing for TA Duties, Language Table, Language Club, Office Hours, Materials Development, Community/university lectures, grading homework. -- 2 hours

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

Current SSU student in good standing. The ability to learn and perform assigned work. Demonstrate ability to communicate effectively with students, faculty and staff. Must be punctual and be able to work twenty hours per week.

HOW TO APPLY

Submit Academic Application and Resume via Email to Professor Suzanne Toczyski
(suzanne.toczyski@sonoma.edu)

HIRING NOTIFICATION

By Phone or Email

SUPERVISOR

Professor Suzanne Toczyski

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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