

Department: **Political Science**

Working Title: **Political Science Graduate Assistant**

Classification: **Graduate Assistant**

Number of Openings: **1-4**

Pay Rate: **\$2400 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 #: POLS_GA_1920

DUTIES OF THE POSITION

The Graduate course assistant will assist faculty in evaluating student work, examinations and leading discussion sections. Graduate course assistants may also prepare course and examination materials and assist students in preparing for course work. The assistant will perform approximately 30 hours of work and earn \$515 total for the semester.

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 or have completed the Master's in Public Administration Program. Ability to relate well to others within the academic environment. For initial appointment, evidence of satisfactory achievement in previous work; for subsequent appointments, evidence of satisfactory progress toward completion of degree.

HOW TO APPLY

Submit a brief cover letter and resume to the POLS Academic Coord., Kelly Clark at kelly.clark@sonoma.edu.

HIRING NOTIFICATION

You will be notified by email.

SUPERVISOR

TBA

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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