

Department: **Political Science**

Working Title: **Instructional Student Assistant**

Classification: **Instructional Student Assistant**

Number of Openings: **1-5**

Pay Rate: **\$14/hour**

Appointment: **Not to exceed 20 hours per week**

Expected Dates of Employment: **September 2019- May 2020**

Deadline to Apply: **Open until filled**

Requisition #: **PS\_ISA\_1920**

## **DUTIES OF THE POSITION**

Meets with instructor to clarify assignments/criteria for evaluation. Over 50% of the job will involve reading and grading of essays correcting and evaluating grammar, spelling, organization of ideas, clarity, use of sources and course material, and appropriateness of content. May involve some teaching, tutoring, and conducting office hours. 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**

Contact the department's Administrative Coordinator, Kelly Clark, at [clarkke@sonoma.edu](mailto:clarkke@sonoma.edu) to submit a letter of interest.

## **HIRING NOTIFICATION**

By email from the department's Administrative Coordinator.

## **SUPERVISOR**

Professor teaching the course for which the student is employed.

## **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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