STUDENT EMPLOYMENT OPPORTUNITY
Student positions in Bargaining Unit 11

Working Title: Biodiversity Outreach Coordinator Supervisor  
Department: Biology  
Classification: Graduate Assistant  
Pay rate: Full time monthly base rate $2,826.00  
Expected percentage of appointment or hours per week: not to exceed 12 hrs per week

Deadline to apply: September 18, 2017

Description of duties: Under the direction of Dr. Nathan Rank, the graduate student supervisor will train the incoming graduate student trainee how to oversee a team of Sonoma State University undergraduate students in creation of educational displays for the Biodiversity Outreach Program, while supervising content development and presentation of the material. Outreach activities will take place throughout Sonoma County and surrounding areas. Outreach materials will include Biology department research as well as work being done in conjunction with the Center for Environmental Inquiry. The graduate student leads the planning for outreach activities and content development each year in consultation with Biology faculty members as a member of the Biology Education and Outreach Committee. The graduate student communicates with community partners about event scheduling and scope; oversees the organization of outreach materials and displays, approves undergraduate participation in paid outreach work and oversees financial expenditures in consultation with Dr. Rank and the Education and Outreach Committee. The student also maintains records of outreach events held by the Biodiversity Outreach Program.

Minimum Qualifications for this classification: 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 for this job: Graduate student in Biology with knowledge of recent department research projects. Knowledge of taxonomy and natural history for diverse groups of animals and/or plants. Experience working with undergraduate students on educational projects and activities. Experience working with animal museum specimens.

How to apply: Submit resume and statement of purpose electronically to Dr. Nathan Rank, rank@sonoma.edu

How you will be notified of the hiring decision: Dr. Rank will contact applicant

Supervisor for this position: Dr. Nathan Rank

NOTES:
1. The classification for Teaching Associate is one of three classifications in a collective bargaining unit, Unit 11. The Teaching Associate classification provides currently enrolled or admitted University graduate students practical teaching experience in fields related to their advanced study. 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 programs in which the Graduate Assistant is doing graduate work. 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.

2. 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.

3. Sonoma State University is an affirmative action/equal opportunity employer and has a strong commitment to the principle of diversity. We seek a broad spectrum of candidates including members of underrepresented groups. Individuals with disabling conditions who require accommodation during the recruitment process may contact the ADA Coordinator at 707/664-2227 or TDD (using the California Relay Service) at 877/735-2929.

4. 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.

5. Background Checks: Successful candidate may be required to complete a background check prior to assuming this position.