STUDENT EMPLOYMENT OPPORTUNITY
Student positions in Bargaining Unit 11

Working Title: Graduate Course Assistant
Department: Political Science
Classification: Graduate Assistant
Pay rate: $2,575
Expected percentage of appointment or hours per week: .05

Deadline to apply: Open until filled

Requisition #: POLS_GA_1718

Description of duties: 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 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: 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 Vanessa Pedro at vanessa.pedro@sonoma.edu.

How you will be notified of the hiring decision: You will be notified by email.

Supervisor for this position: Professor David McCuan.

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.