STUDENT EMPLOYMENT OPPORTUNITY
Student positions in Bargaining Unit 11

Working Title: Instructional Student Assistant

Department: School of Arts and Humanities
Classification: Instructional Student Assistant
Pay rate: $13.00/hour
Expected dates of employment: 9/1/17-12/20/17
Expected percentage of appointment or hours per week: 5 hours
Number of openings: 1
Expected start date: 9/5/17
Deadline to apply: 9/16/17

Requisition #: AH_ISA_1718.2

Description of duties: Five-hours-per-week event coordination assistance needed by professor Christine Renaudin, coordinator of SYRCE (Second Year Research & Creative Experience).

Drafting professional emails, coordinating with faculty and staff members, reserving venues and equipment on campus, creating programs for the symposium, setting-up venues at Weill Hall, greeting and directing guests. We are looking for someone familiar with Microsoft Word and Outlook. We're seeking someone responsible, organized, with good time-management and communication skills, and who is able to take inative. This person must be able to work well alone and with a small group.

Preferable work days are Tuesdays and Thursdays, and/or Wednesdays. Must be available on December 12th, 2017 from 9 AM - 2 PM.

Up to an average of 5 hours/week with the possibility to work overtime, and much schedule flexibility for office hours.

Minimum Qualifications for this classification: 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 for this job: 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 5 hours per week.

How to apply: Submit Academic Application and Resume to Professor Christine Renaudin at syrce@sonoma.edu

How you will be notified of the hiring decision: Phone or email

Supervisor for this position: Professor Christine Renaudin

NOTES:
1. The classification 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 Check: Successful candidate may be required to complete a background check prior to assuming this position.

Form revised 3/10/15

Faculty Affairs in the Office of the Provost