Student Employment Opportunity

STUDENT EMPLOYMENT OPPORTUNITY
Student positions in Bargaining Unit 11

Working Title: Instructional Student Assistant
   Department: Gerontology
   Classification: Instructional Student Assistant
   Pay rate: $13.00 per hour

Expected dates of employment: September 18, 2017 – Dec 15, 2017 (Fall 2017 Semester Only)
   Expected percentage of appointment or hours per week: Not to exceed 20 hours per week
   Number of openings: 3 Openings
   Expected start date: 9/18/17

Deadline to apply: Open until filled
Requisition #: GER ISA_1718

Description of duties: 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 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: A Gerontology major student who has demonstrated expertise in the subject
matter. Excellent communication skills. Available for short periods of intensive work.

How to apply: Submit a resume and a letter of interest (required) to Professor Pamela Abbott-Enz
abbotten@sonoma.edu

How you will be notified of the hiring decision: By email from the department's Administrative
Coordinator or Professor Pamela Abbott-Enz.

Supervisor for this position: Professor Pamela Abbott-Enz

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 the position.

Form revised 4/11/13

Faculty Affairs in the Office of the Provost