Working Title: Instructional Student Assistant  
Department: Political Science  
Classification: Instructional Student Assistant  
Pay rate: $13 per hour  
Expected dates of employment: September 2017 - May 2018  
Expected percentage of appointment or hours per week: Not to exceed 20 hours per week  
Number of openings: 1-5  
Expected start date: 9/11/17  
Deadline to apply: Open until filled  

Requisition #: POLS 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: 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, Vanessa Pedro, at vanessa.pedro@sonoma.edu to submit a letter of interest.  

How you will be notified of the hiring decision: By email from the department's Administrative Coordinator.  

Supervisor for this position: TBA  

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.