STUDENT EMPLOYMENT OPPORTUNITY
Student positions in Bargaining Unit 11

Working Title: Instructional Student Assistant
Department: Faculty Center
Classification: Instructional Student Assistant
Pay rate: $13.00/hour
Expected dates of employment: 01/22/17-05/15/2017
Expected percentage of appointment or hours per week: 5-10
Number of openings: 1
Expected start date: 01/22/2017

Deadline to apply: 1/19/2017

Description of duties: This position will be assisting Dr. Sara Kassis (Engineering) with the completion of her Course Redesign with Technology (CRT) Grant. The position will principally involve the editing of video tutorials for students as well as the design of other in-class and online instructional materials.

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: Engineering major or minor, specific working knowledge of Engineering lab coursework. Previous working experience in the Department of Engineering or Faculty Center is also highly desired.

How to apply: Please email Dr. Sara Kassis at kassiss@sonoma.edu to apply and include a letter of application and resume.

How you will be notified of the hiring decision: We will be emailing applicants by the first date of instruction on 1/22/2017

Supervisor for this position: Justin Lipp, Faculty Center Director

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