STUDENT EMPLOYMENT OPPORTUNITY
Student positions in Bargaining Unit 11

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Working Title: Graduate Course Assistant  
Department: History  
Classification: Graduate Assistant  
Pay rate: $2,500  
Expected percentage of appointment or hours per week: .06

Requisition #: HIST_GA_1516

Deadline to apply: March 30, 2016

Description of duties: The graduate course assistant will assist faculty in evaluating student work and examinations. Graduate course assistants may also help prepare course and examination materials and assist students in preparing for course work. The assistant will perform 30 hours of work and earn $450 total.

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 History Master's 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 addressed to the History Department Chair. Submit to jill.martin@sonoma.edu.

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

Supervisor for this position: Professor teaching the course for which the student is employed.

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.

Form revised 3/10/15  
Faculty Affairs in the Office of the Provost
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 Checks: Successful candidate may be required to complete a background check prior to assuming this position.