Working Title: Instructional Student Assistant
Department: Art History
Classification: Instructional Student Assistant
Pay rate: $12.00/hr
Expected dates of employment: 1/25/16-5/20/2016
Expected percentage of appointment or hours per week: 3-5 hrs
Number of openings: 1
Expected start date: 2/18/16
Deadline to apply: 2/16/16

Requisition #: ARTH_ISA_1516.2
Description of duties: Run weekly review sessions (ARTH 199) and grade essay assignments, in consultation with Instructor Jennifer Bethke of the Art History department. One to two hours per week of additional class assistance, as needed. Hours worked will not exceed 50 hours total for the semester.

1) Run weekly review sessions for students enrolled in ARTH 199. Topics for each week's session will be designed in consultation with Prof. Bethke, in a weekly Student Assistant meeting.

2) Grade approximately 45 short essays. This will be done under the direction of and in close consultation with professor.

3) As needed, assist with entering essays grades into computer database, under instruction from professor.

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 at least 2-3 hours per week.

How to apply: Submit Academic Application and Resume to Instructor, Jennifer Bethke

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

Supervisor for this position: Instructor, Jennifer Bethke

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 Checks: Successful candidate may be required to complete a background check prior to assuming this position.