STUDENT EMPLOYMENT OPPORTUNITY
Student positions in Bargaining Unit 11

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

Requisition #: ARTH_Isa_1516.3
Description of duties: 1) Attend class meetings regularly to support student questions regarding class structure, lecture content, Moodle page usage, and paper. Help monitor the Midterm and Final Exams; 2) co-teach either an ArtH 199 "Readings in Art History 210" section on a weekly basis with other Teaching Assistants (per an established T.A. calendar), or four scheduled Exam Review sessions for students; 3) attend an instructor-led training in the Moodle TurnItIn system at least once, including follow-up meetings as necessary; 4) student advisement for and grading of 20-30 three- to five-page student papers through the class TurnItIn page [I.S.A. may choose to take on a greater load upon their request and only in consultation with the instructor]; and 5) complete various small administrative tasks, to be shared with the other class T.A.s.

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: topic-check and grading of 30 student papers through the class TurnItIn page; 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, Amy Dierkes

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

Supervisor for this position: Instructor, Amy Dierkes

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.