Working Title: Instructional Student Assistant

Department: Geography
Classification: Instructional Student Assistant
Pay rate: $12 per hour
Expected dates of employment: September-December 2015
Expected percentage of appointment or hours per week: Not to exceed 20 hours per week
Number of openings: NA
Expected start date: 9/25/15

Deadline to apply: open until filled

Requisition #: GEOG_ISA_1516
Description of duties: Meets with instructor to clarify assignments/criteria for evaluation. Duties may include grading assignments based on a key, recording grades in an electronic gradebook, and organizing course materials. 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 Analyst at jill.martin@sonoma.edu to submit a letter of interest.

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

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.

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.