



STUDENT EMPLOYMENT OPPORTUNITY

Student positions in Bargaining Unit 11

Working Title: NOYCE Scholar Student Assistant: Be a Tutor in Mathematics at a Middle School or High School

Department: School of Education

Classification: Instructional Student Assistant

Pay rate: \$10/hr.

Expected dates of employment: 1/17/12 - 5/12/12

Expected percentage of appointment or hours per week: 5 hrs. per week

Number of openings: 4

Expected start date: 1/17/12

Deadline to apply: 12/7/11 (extended from 11/30/11)

Description of duties:

1. Plan, prepare and develop various teaching aids to assist student learning
2. Be able to adapt lessons to each individual
3. Demonstrate patience with teenagers
4. Attend Noyce Scholar Events (extra pay)
5. Attend a Workshop on Ways to Tutor (free)

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:

1. Mathematics Major
2. Plan to become a Teacher
3. Good academic standing (3.0 GPA and above)
4. Junior or Senior at SSU
5. Must be enrolled and attending SSU with a minimum of 6 units
6. Available after 3 p.m. and have transportation
7. Must be a U.S. citizen or Permanent Resident per Noyce
8. Must be fingerprinted and have a TB test (Noyce pays)
9. Must be comfortable talking to people on an individual level or to a small group of students
10. Skill in explaining difficult concepts
11. Must have discretion in judgment and decision-making

How to apply:

Submit resume, transcripts and 3 letters of recommendation to SSU, School of Education, Attn: Kirsten Searby by application due date above. Interviews will be given to those who meet the qualifications.

How you will be notified of the hiring decision: All applicants will be notified of status by the School of Education. Those selected for hire will receive an appointment letter from SSU.

Supervisor for this position: Kirsten Searby, School of Education, SSU

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.
