



October 21, 2008

Congratulations!

It is with both pleasure and enthusiasm that I write to inform you that you have been identified by a current member of the student life staff as an outstanding contributor to the student leadership community here at Sonoma State University. Because of this, I would like to invite you to apply for one of the Leadership 238 Teaching Assistant positions that will be available for Fall 2009.

This position is one that requires a high level of maturity, professionalism, commitment to leadership, integrity and a respect for diversity. We know that each of you employ these qualities and would love for you to join us!

Additionally, as a Leadership 238 Teaching Assistant you will gain valuable classroom teaching experience in an environment that is supportive of your continued leadership development all while earning 3 units of academic credit.

Please review the attached copy of the job description and criteria for the Leadership 238 Teaching Assistant Position. We will continue to accept applications until **Monday, November 17, 2009**. If you are interested in pursuing this opportunity, please submit a cover letter, resume, unofficial transcripts and 2 non-student reference names to Karen Greenly in Salazar 1074 (Advising Office). We will then review all applications and if selected for an interview we will contact you to schedule. Additionally, if you have any further questions, please don't hesitate to contact me at 664-3305 or julie.greathouse@sonoma.edu.

I thank you for your continued contributions and commitment to leadership on our campus and in the community! I look forward to receiving your application or answering any questions that you may have.

Sincerely,

Julie M. Greathouse
Coordinator for Student Academic Services

UNIVERSITY 238
TEACHING ASSISTANT
JOB DESCRIPTION AND CRITERIA

JOB DESCRIPTION

- ◆ Provide one on one assistance to students when needed
- ◆ Consult with students on assignments and provide effective direction and feedback
- ◆ Facilitate class discussions and experiential exercises
- ◆ Assist in implementing class curriculum
- ◆ Have solid knowledge of curriculum and be able to present course material effectively
- ◆ Assist in grading and reviewing class work
- ◆ Participate in outside meetings with instructor(s) (approx. 2-3 hours)
- ◆ Provide administrative support (e.g., attendance, grades, etc.)
- ◆ Attend training in December (date to be announced)
- ◆ Attend bi-weekly T.A. meetings

JOB CRITERIA

- ◆ Min. 1 semester experience in leadership position at SSU or other university
- ◆ Completion of University 238 or comparable leadership education/training
- ◆ Demonstrated experience facilitating groups/group processes
- ◆ Demonstrated experience presenting material and guiding discussion in an effective manner
- ◆ Demonstrated organizational skills
- ◆ Ability to attend all class sessions
- ◆ Min. GPA of 2.75 in each of the previous two semesters

SELECTION PROCESS

1. Review Job Description and Criteria for eligibility
2. Submit resume, cover letter, unofficial transcripts and the names and numbers of 2 non-student references.
3. Return all materials to Karen Greenly, Salazar 1074 (Advising Office). **Applications will be accepted until Monday, November 17 at 4:30 PM.**
4. Upon review, if selected for an interview you will be contacted. Interviews will be scheduled for Wednesday Nov. 19, Thursday Nov. 20, & Friday Nov.21.

REMUNERATION

- ◆ 3 units of academic credit

*Any questions can be addressed to Julie Greathouse, at julie.greathouse@sonoma.edu or 664-3305.