Department: **Enter Department Name (Required for Posting)**

Working Title: **Enter Working Title of Position. (Required for Posting)**

Classification: **Graduate Assistant**

Number of Openings: **Enter number of Positions Available. (Required for Posting.)**

Pay Rate: **$Enter rate of pay. This should meet the minimum requirements of the** [**CSU Salary Schedule**](http://www.calstate.edu/hradm/salaryschedule/SalaryGrid.aspx?S1=1&F1=r11&D1=0&Page=1&Recs=15)**. (Required for Posting)**

Appointment: **Enter Expected percentage of Appointment OR hours per week. (Required for Posting)**

Expected Dates of Employment: **Enter the proposed start and end date of this appointment. (Required for Posting)**

Deadline to Apply: **Enter Deadline to Apply, must be at least 7 days after initial posting. (Required for Posting)**

Requisition #: Faculty Affairs Use Only

**DUTIES OF THE POSITION**

A general description of duties to be performed by the student employee in this position. (Required for Posting.)

**MINIMUM QUALIFICATIONS**

Knowledge of the subject matter of the discipline in which assigned. Ability to relate well to others within the academic environment; ability to supervise, assist and train students; and ability to assist faculty in the conduct of special projects or research within the discipline. For initial appointment, evidence of satisfactory achievement in previous academic work; for the subsequent appointments, evidence of satisfactory progress toward completion of degree. Education equivalent to completion of the requirements for a bachelor’s degree and registration in a University graduate degree program; students enrolled in credential programs are not eligible for this position. NOTE: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

**HIRING CRITERIA**

List the hiring criteria you will be using to determine if a candidate is qualified for this position. (Required for Posting.)

**HOW TO APPLY**

Enter an email address for applications to be sent, or a location they can be dropped off. (Required for Posting.)

**HIRING NOTIFICATION**

Explain how applicants will be notified if they have been hired for the position or not. (Required for Posting)

**SUPERVISOR**

List the supervisor for this position. (Required for Posting)

**OTHER INFORMATION**

* The classification, Graduate Assistant, is one of three classifications in a collective bargaining unit, Unit 11. 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 program which the Graduate Assistant is doing graduate work.
* 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.
* The university is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.
* 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.
* Successful candidates may be required to do a background check (including a criminal records check) before work in the position can begin.



**SONOMA STATE UNIVERSITY**

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