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

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

Classification: **Instructional Student Assistant**

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

Pay Rate: **$Enter hourly 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)**/hour

Appointment: **Enter 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**

The ability to learn and perform assigned work; work cooperatively with faculty, staff, and other student; 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**

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, Instructional Student Assistant, is one of three classifications in a collective bargaining unit, Unit 11. 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.
* 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**

1801 East Cotati Avenue

Rohnert Park, CA 94928-3609