

Department: **Anthropological Studies Center**

Working Title: **CRM Graduate Student Assistant**

Classification: **Graduate Assistant**

Number of Openings: **2**

Pay Rate: **\$23**

Appointment: **10-20 hours a week**

Expected Dates of Employment: **Start ASAP, through end of spring semester**

Deadline to Apply: **ASAP**

Requisition #: ANTHRO_GA_2425_2_CRM

DUTIES OF THE POSITION

Under immediate supervision the major duties of the position include, but are not limited to, the following: works as part of a team; sorts, cleans, labels, and identifies archaeological materials; reviews inventory and records archaeological sites; excavates and records archaeological sites; prepares simple reports in MS Word and Excel; prepares graphics and site record forms in Adobe Illustrator, Corel Draw, and other graphic programs.

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

Current CRM student, a bachelor's in Anthropology or closely related discipline strongly preferred.

HOW TO APPLY

rossetti@sonoma.edu

HIRING NOTIFICATION

Notified by ASC Business Director

SUPERVISOR

Giovanna Bacigalupi

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.

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