

Department: **EdEon STEM Learning**

Working Title: **EdEon Science Education Instructional Student Assistant**

Classification: **Instructional Student Assistant**

Number of Openings: **6**

Pay Rate: **\$17.86/hour**

Appointment: **10 hours a week during academic year/ 30+ hours a week during the Summer/Winter Break (40 hours maximum).**

Expected Dates of Employment: **Spring 2025 (January 15, 2025 – Friday, May 24, 2025.)**

Deadline to Apply: **Open until filled**

Requisition #: **EdEon\_ISA\_2425\_Spring2025\_2**

## **DUTIES OF THE POSITION**

Student Assistant will work to support a number of grant funded projects, including EdEon's Neurodiversity Network, STEMACES, and more. Student will be testing materials, supporting web programming, website editing, curriculum and video revision and editing, as well as assisting in the development of experiments. They will support resources testing and assemble kits of materials to send out to schools and individual Students participating in grant funded programs, working on ensuring materials are evaluated, tested, and packaged for delivery. Students will be given the tools to ask questions to our techs if anything is not working or need additional support.

All Supplies/Tools/Software will be provided from EdEon STEM Learning department. Students will be eligible to work 10 hours a week during academic year/ 30+ hours a week during the Summer/Winter Break.

## **MINIMUM QUALIFICATIONS**

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, complete research, or tutor for 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**

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.

## **HOW TO APPLY**

Please submit a resume that indicates what Science, Technology, Engineering, and Mathematics courses you

have taken. Make sure to include Email or Phone number to set up an Interview.

Send resume to: [edeon@sonoma.edu](mailto:edeon@sonoma.edu)

## HIRING NOTIFICATION

Upon completion of interviews, students will receive a phone call at the end of the interview week. Contact [edeon@sonoma.edu](mailto:edeon@sonoma.edu) if you have any questions or concerns.

## SUPERVISOR

Supervisor: Laura Peticolas [peticola@sonoma.edu](mailto:peticola@sonoma.edu)

## Academic Coordinators

Administrative Coordinator: Robert Martinez [martirob@sonoma.edu](mailto:martirob@sonoma.edu)

Administrative Coordinator: Sarah Tucker [tuckers@sonoma.edu](mailto:tuckers@sonoma.edu)

Administrative Analyst: Lena Fromme [frommea@sonoma.edu](mailto:frommea@sonoma.edu)

## 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  
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ACADEMIC  
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## SONOMA STATE UNIVERSITY

1801 East Cotati Avenue  
Rohnert Park, CA 94928-3609