

Department: **Student Access and Success**

Working Title: **Instructional Student Assistant, AANHPI Student Achievement Program**

Classification: **Instructional Student Assistant**

Number of Openings: **1**

Pay Rate: **\$18/hour**

Appointment: **10-20 Hours**

Expected Dates of Employment: **8/20/2024-12/19/2024**

Deadline to Apply: **Until Filled**

Requisition #: **StdtA&S_ISA_2425**

DUTIES OF THE POSITION

This role is responsible for assisting the Asian American, Native Hawaiian & Pacific Islander Student Achievement Program (ASAP) connect with its many partners on campus, as well as helping provide student and prospective student connections. This role will assist faculty in conducting research regarding the experience of Asian American students on the Sonoma State University campus. Research assistance will include collecting and analyzing data, contributing written analysis, and regular meetings with the faculty. The incumbent will also help manage and create the communications necessary for a successful semester. The incumbent will be charged with maintaining regular communications, including emails to students, prospective students, staff/faculty, and campus partners. The incumbent will also support marketing efforts by creating content, disseminating content, and providing closed captioning on recorded videos. As necessary, the incumbent will also support the ASAP program by attending on-campus and off-campus events that are sponsored by the ASAP program.

DUTIES AND RESPONSIBILITIES

1. Conduct research as instructed by the faculty coordinator(s).
2. Observe appropriate confidentiality of research participants identifying information.
3. Assist the faculty coordinator(s) in interviewing, writing, and analyzing participant data and responses.
4. Responsible for assisting full-time staff and faculty in overseeing the day-to-day operations of the ASAP program.
5. Maintain inventory of the equipment and promotional materials, and report when supplies are running low or when equipment and promotional materials need repair or replacement.
6. Create and disseminate information about the ASAP program, events, and affiliated programs (social media, website, and other content).
7. Collaborate with campus partners, students, and staff/faculty to maximize engagement
8. Seek feedback for improvement of the program from participants, staff/faculty, and campus partners to implement changes that will result in a more positive experience for all participants.
9. Provide a professional, welcoming, and inclusive environment for staff/faculty and participants.
10. Attend on-campus and off-campus ASAP sponsored events as necessary (field trips, conferences, recruitment events, etc.)

11. Maintain current knowledge of all ASAP programs and participate in the planning and implementation of additional ASAP programs and activities as needed.
12. Regularly attend weekly ASAP Team Meetings, and other required training and meetings as necessary.

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

1. Maintain a minimum GPA of 2.5.
2. Must be proficient in Google Workplace and Canvas, photoshop, and Canva.
3. Maintain a professional manner while performing position duties.
4. The ability to learn and perform assigned work
5. Work cooperatively with faculty, staff, and other students; and accept responsibility.

HOW TO APPLY

Please send your resume and a short letter of interested to asap@sonoma.edu.

HIRING NOTIFICATION

Applicants chosen for the position will be notified via email by the ASAP Senior Program Coordinator and/or the ASAP Faculty Coordinator(s).

SUPERVISOR

The incumbent will report to the ASAP Senior Program Coordinator and the ASAP Faculty Coordinator(s).

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.

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