

Department: **Hutchins School of Liberal Studies**

Working Title: **Hutchins Graduate Assistant**

Classification: **Graduate Assistant**

Number of Openings: **1**

Pay Rate: **\$3,245/full-time base rate. Actual rate based upon timebase.**

Appointment: **10 hours a week**

Expected Dates of Employment: **January 16th – May 23, 2025**

Deadline to Apply: **January 6, 2025**

Requisition #: **HUTCH_GA_2425_2**

DUTIES OF THE POSITION

Graduate student will assist Professor in undergraduate courses on interdisciplinary topics covering history, art, African American Studies, and Native American Studies, and other fields. They will be grading student papers which (1) assess the thesis and major points of course texts, as well as (2) offer original viewpoints and questions about the texts. With longer papers, the graduate student will correct grammar and indicate to Professor the level of originality and intellectual grappling with texts. Graduate assistant will meet briefly with professor about student progress and recommended student improvement strategies once every 1-2 weeks.

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

Required qualification: enrollment in SSU graduate degree program.

Preferred qualifications: previous experience working with student writing, interdisciplinary training or teaching experience.

HOW TO APPLY

Please submit an application letter and resume to Sara Jordan at jordansa@sonoma.edu

HIRING NOTIFICATION

Sara Jordan will respond to job candidates by email.

SUPERVISOR

Janet Hess

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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