

Department: **School of Business**

Working Title: **BUS 540 Student Assistant**

Classification: **Graduate Assistant**

Number of Openings: **1**

Pay Rate: **\$324.50 per month**

Appointment: **up to 4 hours per week**

Expected Dates of Employment: **March 2025 – May 2025**

Deadline to Apply: **February 21, 2025**

Requisition #: **BUS_GA_2425**

DUTIES OF THE POSITION

Seeking a dedicated and detail-oriented student assistant to support an MBA-level course BUS 540 **Managing and Motivating Employees**. This role involves assisting with grading assignments, providing administrative support, and holding office hours to support student learning and engagement. The ideal candidate will have strong organizational skills, a background in business or education, and a passion for student success.

Key Responsibilities:

- Assist in grading assignments, case studies, and participation activities according to provided rubrics.
- Provide constructive feedback on written work and discussions.
- Hold regular office hours to address student questions, clarify course material, and provide guidance on assignments.
- Maintain organized records of student performance and attendance.
- Support the instructor in preparing materials, tracking submissions, and managing online learning platforms.
- Assist in coordinating discussion groups and responding to student inquiries via email or course forums.

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

Minimum Qualifications:

- Must be enrolled in a graduate-level program, preferably in **Business Administration, Education, Organizational Psychology, or a related field**.
- Strong academic performance and understanding of **leadership, motivation, and management theories**.
- Prior experience in **grading using rubrics, tutoring, teaching assistance, or academic support** is preferred.

Skills & Competencies:

- **Emotional Intelligence (EQ) & Interpersonal Skills:** Ability to recognize and respond to students' needs with empathy, adaptability, and strong interpersonal skills. Comfortable facilitating discussions and providing feedback in a supportive and constructive manner.
- **Analytical & Critical Thinking:** Ability to assess and provide constructive feedback on student work.
- **Communication Skills:** Strong written and verbal communication to effectively interact with students and faculty.
- **Time Management & Organization:** Ability to manage grading deadlines, student inquiries, and office hours efficiently.
- **Attention to Detail:** Capable of accurately grading assignments and tracking student progress.
- **Technical Proficiency:** Familiarity with **LMS platforms (e.g., Canvas, Blackboard), Microsoft Office, and Google Suite** for managing coursework and communication.

Preferred Qualifications:

- Previous experience as a **teaching assistant, tutor, or mentor** at the undergraduate or graduate level.
- Strong understanding of **learning motivation, adult learning principles, emotional intelligence, and organizational behavior**.
- Ability to facilitate small group discussions and provide academic support to diverse learners.

Interested candidates should submit a **resume, a brief cover letter** outlining their relevant experience, and **one faculty reference**. Shortlisted candidates may be required to complete a brief assessment of grading and feedback skills.

HOW TO APPLY

All applications should be submitted via email to: erika.powell@sonoma.edu

HIRING NOTIFICATION

Applicants will be notified of their hiring decision via email. Once the selection process is complete, all applicants will receive an email informing them of their acceptance or non-selection for the position.

SUPERVISOR

Dr. Erika Powell

Academic Personnel

updated 2/4/2025

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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