

Graduate Assistant

STUDENT EMPLOYMENT OPPORTUNITY

Department: **Counseling**

Working Title: **Counseling Graduate Assistant**

Classification: **Graduate Assistant**

Number of Openings: **2**

Pay Rate: **\$3,408/ month (full-time base rate); actual rate based on appointment**

Appointment: **Not to exceed 5 hours per week**

Expected Dates of Employment: **August 2025 – May 2026 (Academic year of 25-26)**

Deadline to Apply: **Open Until Filled**

Requisition #: **COUN_GA_2526**

DUTIES OF THE POSITION

The graduate assistant will assist faculty in various research projects in the field of counseling and psychology. The graduate assistant will be responsible for **conducting literature searches, data management, recruiting participants, obtaining consents, maintaining files, assisting with IRB, scheduling and conducting interviews, maintaining data collection files, assisting with write ups, locating appropriate and relevant grant sources and assisting with grant writing.** Graduate assistant will also be expected to manage undergraduate-level students involved in research projects.

MINIMUM QUALIFICATIONS

Ability to relate well to others within the academic environment; ability to create and maintain spreadsheets and word documents; strong organizational skills; strong written and oral communication skills; and strong attention to details. Preferred qualification: sufficient relative experience to be able to perform research independently and without major guidance.

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

Student must be enrolled in the Clinical Mental Health Counseling M.A. and/or School Counseling program in Counseling Department

HOW TO APPLY

Submit 1) your resume and 2) a one-paragraph description of why you are a good candidate for this position along with relevant experiences 3) writing/research sample to Dr. Bhang at bhangc@sonoma.edu. Priority consideration will be given to those application submitted by 5/10/2024 however applications are accepted through August 2025 until the role is filled.

HIRING NOTIFICATION

You will be notified by email.

SUPERVISOR

Counseling Department Core Faculty, Cecile H. Bhang.

OTHER INFORMATION

- If you are on State University Grant (SUG), you would to choose between SUG or this GAsip for tuition waiver. You cannot take advantage of tuition waiver from both pools.

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.