

Department: **Hutchins**

Working Title: **Instructional Assistant for Hutchins**

Classification: **Instructional Student Assistant**

Number of Openings: **1**

Pay Rate: **\$20/hour**

Appointment: **10 hours per week**

Expected Dates of Employment: 8/18/25-12/19/25

Deadline to Apply: **May 9th, 2025**

Requisition #: HUTCH\_ISA\_2526

## **DUTIES OF THE POSITION**

Conferring with faculty about course assignments and student needs; assessing and assisting in grading and commenting on student written responses to poetry and film (large Ethnic Studies/Film classes and lower division GE classes).

## **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**

Ability to work with undergraduate students; familiarity with student needs; excellent writing and communication skills; ability to work effectively with visually impaired faculty member; computer and organizational skills; familiarity with the topics of civil rights movements and creative writing. Knowledge of the Disability Rights Movement, films, and Native American Studies a plus.

## **HOW TO APPLY**

Email Sara Jordan at [jordansa@sonoma.edu](mailto:jordansa@sonoma.edu)

## **HIRING NOTIFICATION**

Via email

## **SUPERVISOR**

Janet Hess

## 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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1801 East Cotati Avenue  
Rohnert Park, CA 94928-3609