

Department: **Biology**

Working Title: **Biodiversity Outreach coordinator**

Classification: **Graduate Assistant**

Number of Openings: **1**

Pay Rate: **\$3245**

Appointment: **13.4%, 6 hrs per week**

Expected Dates of Employment: **5 January 2026- 29 May 2026**

Deadline to Apply: **16 December 2025**

Requisition #: **BIO_GA_SP26_2**

DUTIES OF THE POSITION

Graduate coordinator will oversee outreach activities performed by undergraduate biodiversity outreach students. Coordinator will also update the departmental record of outreach activities and participate in department Outreach Committee meetings. Coordinator will help produce displays for educational purposes and discussing displays with community members. Coordinator will work with Center of Environmental Inquiry to support events and collaborative outreach projects. Coordinator will also work with service-learning students who are engaged in educational activities along with community partners and biodiversity outreach assistants. May drive vehicles with participants in undergraduate Biology classes to field sites and events.

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

Undergraduate degree in Biology, prior post-graduate experience working in outreach and education.

HOW TO APPLY

Please enquire to Dr. Nathan Rank by sending email to rank@sonoma.edu

HIRING NOTIFICATION

Applicants will be notified by email about the status of their application

SUPERVISOR

Nathan Rank

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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