

Department: **EdEon STEM Learning**

Working Title: **EdEon Social Media Specialist**

Classification: **Instructional Student Assistant**

Number of Openings: 1

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

Appointment: **10 hours a week during academic year/ 30+ hours a week during the Summer/Winter Break (40 hours maximum).**

Expected Dates of Employment: **Fall 2025 and Spring 2026 (August 18, 2025 – May 29, 2026)**

Deadline to Apply: **Open until filled**

Requisition #: **EdEon\_ISA\_2526\_2**

## **DUTIES OF THE POSITION**

The Social Media ISA serves as the student in charge of EdEon's social media properties. This includes ensuring regular posting of social media, writing blog posts and news items related to EdEon's work, and engaging the public. The Social Media Specialist will also pursue strategies to increase engagement, increase followers, and connect with other campus and community social media properties. The student will also perform other duties as assigned.

Students will be given the tools to ask questions to our staff if anything is not working or they need additional support.

All Supplies/Tools/Software will be provided from the EdEon STEM Learning department. Students will be eligible to work 10 hours a week during the academic year/ 30+ hours a week during the Summer/Winter Break.

## **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**

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 or tutor 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.

## **HOW TO APPLY**

Please submit a resume that indicates what courses or experiences you have taken that may qualify you to be a Social Media Specialist. Make sure to include Email or Phone number to set up an Interview.

Send resume to: [edeone@sonoma.edu](mailto:edeone@sonoma.edu)

## **HIRING NOTIFICATION**

Upon completion of interviews, students will receive a phone call at the end of the interview week. Contact [edeone@sonoma.edu](mailto:edeone@sonoma.edu) if you have any questions or concerns.

## **SUPERVISOR**

Supervisor: Laura Peticolas [peticola@sonoma.edu](mailto:peticola@sonoma.edu)

## **Academic Coordinators**

Administrative Coordinator: Robin Dubois [edeone@sonoma.edu](mailto:edeone@sonoma.edu)

## **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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