

Department: **School of Business**

Working Title: **Research Assistant**

Classification: **Instructional Student Assistant**

Number of Openings: **2**

Pay Rate: **\$18/hour**

Appointment: **5-10 hrs**

Expected Dates of Employment: **March 10 – May 17**

Deadline to Apply: **March 10**

Requisition #: **BUS_ISA_SP26**

DUTIES OF THE POSITION

- Conducting literature reviews and preparing annotated summaries.
- Assisting with survey and interview design, distribution, and data collection.
- Supporting data entry, cleaning, coding, and statistical analysis.
- Helping prepare research reports, presentations, and conference materials.
- Coordinating communications with faculty, students, and industry partners as needed.

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

- Prior coursework or experience in research methods, statistics, or wine business will be considered an asset.
- Demonstrated reliability and ability to meet deadlines.
- Strong written communication skills.
- Interest in consumer behavior, policy, and/or wine industry research preferred.
- Ability to work independently and collaboratively with faculty, staff, and students.
- Basic computer proficiency (Microsoft Office/Google Suite).

HOW TO APPLY

Submit your application, including a résumé and a brief statement of interest, to inhaeng.jung@sonoma.edu
Academic Personnel

HIRING NOTIFICATION

Applicants will be notified of their status via email after review of applications and interviews.

SUPERVISOR

Dr. InHaeng Jung, Assistant Professor of Marketing, Wine Business Institute, Sonoma State University.

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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