

Department: **Academic Programs / University Studies**

Working Title: **Peer Mentor/Facilitator - ISA level I**

Classification: **Instructional Student Assistant**

Number of Openings: **45**

Pay Rate: **\$15.00-15.75/hour**

Appointment: **No more than 8 per week**

Expected Dates of Employment: **August 11, 2021 - May 26, 2022**

Deadline to Apply: **Starting August 4, 2021 through the academic year**

Requisition #: **AP_ISA_2122**

DUTIES OF THE POSITION

Peer Mentors are assigned to faculty who teach in either First-year learning courses or Second-year experience courses. They work closely with the faculty to plan for the semester and support the students throughout their first or second year. They participate during all lectures and discussions of the course to deliver transitions content into academic curriculum wherever possible. In addition, Peer Mentors meet with each student for a one-on-one check-in at least twice each semester. Peers Mentors must attend weekly staff meeting on Fridays 1-2pm and hold weekly one-hour office hours.

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, 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.

HIRING CRITERIA

Completion of UNIV 238 (B grade or better) is required for this position. A similar course or leadership experience may be substituted for this requirement. A cumulative GPA of 2.5 is required for this position.

HOW TO APPLY

Email resume to alvin.nguyen@sonoma.edu

HIRING NOTIFICATION

The hiring coordinator will email candidates with hiring decisions.

SUPERVISOR

Alvin Nguyen (Director) and Jennifer Lillig (Associate Dean, Academic Programs)

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.



SONOMA STATE UNIVERSITY

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