

Department: **School of Business and Economics, Business Administration Department**

Working Title: **Graduate Business Instructional Student Assistant**

Classification: **Instructional Student Assistant**

Number of Openings: **3**

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

Appointment: **5-10 hours per week**

Expected Dates of Employment: **January 19, 2023 - May 19, 2023**

Deadline to Apply: **The priority review application deadline is February 7, 2023. The position will remain open until filled.**

Requisition #: **BA\_ISA\_2223\_2**

## **DUTIES OF THE POSITION**

Serve as an ISA for PMBA courses (BUS 500 and above). Meets with the specific instructor to clarify assignments related to instruction each week. The position will involve: 1) reading and grading of assignments or other student work (quizzes, etc.) and evaluating grammar, spelling, organization of ideas, clarity, use of sources and course materials, and appropriateness of content. 2) some tutoring, conducting office hours, and preparing documents or other class materials. 3) academic research for the instructor on an as-needed basis.

## **MINIMUM QUALIFICATIONS**

The ability to learn and perform assigned work; work cooperatively with faculty, staff, and other student; 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**

A Business, Economics, or other relevant major who has demonstrated expertise in the subject matter. Excellent communication skills. Available for short periods of intensive work.

## **HOW TO APPLY**

Contact to submit a letter of interest or for more info about the position:

Soo Haylett, [haylett@sonoma.edu](mailto:haylett@sonoma.edu)

## **HIRING NOTIFICATION**

By email from the supervising faculty member.

## **SUPERVISOR**

Will vary by MBA course student is hired to assist.

## **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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