

Department: **Biology**

Working Title: **Graduate Outreach Assistant Coordinator**

Classification: **Graduate Assistant**

Number of Openings: **1**

Pay Rate: **\$3091**

Appointment: 2.67 hours/week, 6.67%

Expected Dates of Employment: **Jan 3 2024- May 24 2024**

Deadline to Apply: **December 28, 2023**

Requisition #: **BIO_GA_2324_13**

DUTIES OF THE POSITION

The graduate outreach assistant coordinator works with the graduate outreach coordinator to plan outreach activities and content development in consultation with Biology faculty members as a member of the Biology Education and Outreach Committee. The graduate student communicates with community partners about event scheduling and scope; oversees the organization of outreach materials and displays. Outreach contributions will include Biology department activities and work in conjunction with the Center for Environmental Inquiry. The student also maintains records of outreach activities performed by the Biodiversity Outreach Program. Student will periodically inquire of department staff, faculty members, and students about research activities or accomplishments or educational activities that they engage in that would be of interest to members of the public. Student will recruit and work with undergraduate Biodiversity Outreach Assistants to participate in outreach events, create displays, and regularly post updates about department activities through social media platforms.

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

Admission to the Biology Graduate Program, experience leading outreach events.

HOW TO APPLY

Please email rank@sonoma.edu

HIRING NOTIFICATION

Applicants will be emailed

SUPERVISOR

rank@sonoma.edu

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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