Department: **Biology and Computer Science**

Working Title: **SMC Recruitment Instructional Student Assistant**

Classification: **Instructional Student Assistant**

Number of Openings: **4**

Pay Rate: **$15/hour**

Appointment: **not to exceed 10 hours a week**

Expected Dates of Employment: **05/01/2021 - 07/31/2021**

Deadline to Apply: **opened until filled**

Requisition #: **BIO_ISA_2021_7**

**DUTIES OF THE POSITION**

Sonoma Mountain Connection (SMC) is an academic/enrichment/research program, funded by the Koret Foundation. The Instructional student assistants will help recruit the next cohort of program applicants in Biology and Computer Science by making phone calls (possibly two calls per applicant) from their computers with a campus number to provide their personal touch on the program and/or department. We anticipate each prospective applicant could take ~1 hour on the phone.

**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**

Must be a current SMC student in either the Biology or Computer Science program. Or the applicant must be an undergraduate that resides in the home Department from they will be recruiting.

**HOW TO APPLY**

Send a statement of interest electronically to Dr. Mackenzie Zippay, Biology Department, [zippay@sonoma.edu](mailto:zippay@sonoma.edu)

**HIRING NOTIFICATION**

Dr. Zippay will contact applicant

**SUPERVISOR**

Dr. Mackenzie Zippay

**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.