Department: Business Administration

Working Title: Business Administration Graduate Assistant

Classification: Graduate Assistant

Number of Openings: 1

Pay Rate: $2440 per month (full-time base rate); actual rate based on appointment

Appointment: 3 hours per week

Expected Dates of Employment: 8/17/21 - 12/17/21

Deadline to Apply: Open until filled

Requisition #: BUS_GA_2122

DUTIES OF THE POSITION

The graduate assistant will assist wine business faculty Elizabeth Thach with course preparation, set-up, grading, proctoring of exams, and other teaching-related activities. Duties will include assistance with grading online assignments in Canvas on a weekly basis, picking up teaching supplies including wines for tasting activities, and responding to emails or student inquiries. May also be called on to occasionally serve as exam proctor or assist in the classroom.

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

Students must be enrolled in a graduate-level business program, preferably in a Wine MBA or EMBA cohort, and must have knowledge of wine and wine business issues. Must be 21 years of age. Must possess strong attention to detail and excellent writing, organization, and time management skills. Knowledge of Canvas strongly preferred.

HOW TO APPLY

Contact Dr. Thach at thach@sonoma.edu to submit a letter of interest.

HIRING NOTIFICATION

By email from the department's AM or Dr. Thach.
SUPERVISOR

Dr. Elizabeth (Liz) Thach

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.

SONOMA STATE UNIVERSITY

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