Department: Business Administration
Working Title: Business Administration Graduate Assistant
Classification: Graduate Assistant
Number of Openings: 1
Pay Rate: $3200 a month full-time equivalent rate; actual rate based on appointment
Appointment: 50% appointment at 20 hours per week
Expected Dates of Employment: January 20, 2022 – May 26, 2022
Deadline to Apply: Open Until Filled

Requisition #: BUS_GA_2122_3

DUTIES OF THE POSITION

Major duties of the position include, but are not limited to, the following: The business administration graduate assistant will work under the direction of School leadership to provide support for SBE department chairs and advisors as well as the academic program and marketing initiatives. Working in the undergraduate programs office, the graduate assistant with provide support to students, faculty, and staff. They will support the business advising program by working with the pre-business advisor as well as faculty advisors to respond to and process student inquiries related to the program and related processes. They will also perform data entry and administrative tasks related to the academic program, including updates to and maintenance of student records and files and uploading of documents to OnBase. They will assist department faculty and leadership with SBE projects, events, and initiatives including those within the Center for Professional Success. They may also conduct research and perform analysis related to the School’s marketing and recruitment efforts and provide support to the Marketing and Communications Lead on marketing projects and initiatives. May supervise department student assistants. Tasks will involve high attention to detail and confidentiality regarding student records and any advising-related matters. Work will be performed on campus in Schulz.

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

Bachelor’s degree in a related field. Intermediate proficiency with computers, Microsoft Office Suite (Word, Excel), and Google Suite required. Some experience working in a business-related field or education environment preferred. Experience with marketing and marketing research and/or statistical analysis techniques preferred.

Academic Personnel
HOW TO APPLY

By email to Natalie Williams-Munger, williamn@sonoma.edu. Please submit a cover letter and resume, as well as availability for the Spring term for scheduling purposes.

HIRING NOTIFICATION

By email from the hiring manager

SUPERVISOR

Natalie Williams-Munger

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.