Department: School of Business and Economics, Business Administration
Working Title: Business Administration Instructional Student Assistant
Classification: Instructional Student Assistant
Number of Openings: 1
Pay Rate: $15/hour
Appointment: 5 hours per week
Expected Dates of Employment: Jan 21, 2021 - May 27, 2021
Deadline to Apply: Open until filled

Requisition #: BUS_ISA_2021_2

DUTIES OF THE POSITION
Meets with the specific instructor to clarify assignments related to instruction each week. Over 50% of the position will involve reading and grading of essays or other student work (quizzes, etc.) and evaluating grammar, spelling, organization of ideas, clarity, use of sources and course materials, and appropriateness of content. May involve some tutoring, conducting office hours, and preparing documents or other class materials. Meet deadlines as required.

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
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 Dr. Canavati at canavati@sonoma.edu to submit a letter of interest or for more info about the position.

HIRING NOTIFICATION
By email from the supervising faculty member.

SUPERVISOR
Sergio Canavati

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.

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