Department: Criminology and Criminal Justice Studies
Working Title: CCJS Social Justice Week Instructional Student Assistant
Classification: Instructional Student Assistant
Number of Openings: 2 openings
Pay Rate: $15.00/hour
Appointment: Not to exceed 3 hours per week
Expected Dates of Employment: January 25, 2021 - May 21, 2021
Deadline to Apply: Open Until Filled

Requisition #: CCJS_ISA_2021_2

DUTIES OF THE POSITION
ISA must attend virtual synchronous zoom class and meet one-weekly with the instructor of record. ISA will assist with classroom technology, assist the professor with classroom discussion periods, and hold one weekly office hour to help students with questions/difficulties with material or course-related assignments. Under the supervision and direction of the professor (at regular meetings), the ISA will assist with assessment student work. The ISA may also offer feedback to the professor about the flow, organization and clarity of course materials. ISA will coordinate and assist with all of the virtual Social Justice Week planning and hosting such as recruiting speakers, processing stipended information, drafting budgets, helping with advertising the event, writing op-eds, developing the website, and other tasks as needed. The ISA will co-host all zoom sessions and help facilitate break out groups.

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 student who has demonstrated expertise in the subject matter and is familiar with SSU's Social Justice Week. Excellent communication skills. Available for short periods of intensive work.

HOW TO APPLY
Contact Professor Caitlin Henry henry@sonoma.edu to submit a resume and a letter of interest (required).

HIRING NOTIFICATION
By email from Professor Caitlin Henry

SUPERVISOR
Professor Caitlin Henry
Faculty Affairs
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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