

Department: **Criminology and Criminal Justice Studies**

Working Title: **Research Assistant**

Classification: **Instructional Student Assistant**

Number of Openings: **2**

Pay Rate: **\$20/hour**

Appointment: **5-10 hours per week**

Expected Dates of Employment: **July 11, 2022 – May 1, 2023**

Deadline to Apply: **July 9, 2022**

Requisition #: **CCJS_ISA_2223**

DUTIES OF THE POSITION

Students will conduct research on “Assembly Bill 1540 Implementation: Implementing the California Legislature’s Promise to Save Costs and Lives During COVID by Reducing the Prison Population.”

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, complete research, or tutor for 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

Student should be prepared to do the following:

- Review primary sources: legislation, Regulations, Penal Code, research on CDCR’s case management system.
- Review qualitative data: program guide, letters to courts, victim notification letters. Review quantitative data: CDCR spreadsheets and project database.
- Draft records requests with support of supervisor and templates. Review responses to records request. Analyze what seems to be missing from CDCR data and why.
- Analyze the convergence of quantitative data with qualitative data. Use google sheets to compile trends in data from CDCR and use a spreadsheet to make a database to display data graphically. Create Pivot tables and other data visualizations with support of supervisor.
- Finalize report and distribute to advocates and policymakers.
- Computer science related skills would be highly valued but are not required.

HOW TO APPLY

Apply to work with Professor Henry by emailing a resume to henry@sonoma.edu and answers to the following questions about eligibility criteria:

- Are you enrolled through the end of the Fall 2022 semester or Spring 2022 semester?
- Do you have any background in compiling and analyzing data?
- Do you have any computer science or software engineering or information technology related skills, such as writing scripts?

HIRING NOTIFICATION

Supervisor will email student.

SUPERVISOR

Caitlin Henry.

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.

SONOMA STATE UNIVERSITY

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