

Department: **Criminology and Criminal Justice Studies**

Working Title: **CCJS Social Justice Week Instructional Student Assistant**

Classification: **Instructional Student Assistant**

Number of Openings: **2**

Pay Rate: **\$16/hour**

Appointment: **3-20 hours/per week**

Expected Dates of Employment: **August 21, 2022 - May 21, 2022**

Deadline to Apply: **August 18, 2022**

Requisition #: **CCJS_ISA_2223**

DUTIES OF THE POSITION

- Assist with video and podcast production.
- Coordinate and assist with Social Justice Week planning and hosting such as recruiting speakers, processing stipend information, drafting budgets, helping with advertising the event, writing op-eds, developing the website, and other tasks as needed.
- Co-host zoom sessions and help facilitate break out groups.
- Produce web and social media content.
- Attend class and meet once-weekly with the instructor of record.
- 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.

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

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. Preference for podcast and video production skills, and/or social media and website skills.

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

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

1801 East Cotati Avenue
Rohnert Park, CA 94928-3609