

Department: **Criminology and Criminal Justice Studies**

Working Title: **CCJS 276 Instructional Student Assistant**

Classification: **Instructional Student Assistant**

Number of Openings: **1-3**

Pay Rate: **\$16.20/hour**

Appointment: **not to exceed 20 hours per week**

Expected Dates of Employment: **8/18/23 – 12/20/23**

Deadline to Apply: **open until filled**

Requisition #: **CCJS\_ISA\_2324\_3**

## **DUTIES OF THE POSITION**

The instructional student assistant will be responsible for grading weekly online discussion questions and running the Scantrons for the exams. Other duties may involve checking out the films from the SSU library. Weekly 1-hour meetings will be 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, 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 CCJS major with junior standing or higher who has demonstrated expertise in the subject matter. Excellent communication skills and work ethic. Available for short periods of intensive work.

## **HOW TO APPLY**

Contact Professor Bryan Burton [bryan.burton@sonoma.edu](mailto:bryan.burton@sonoma.edu) to submit a letter of interest (required).

## **HIRING NOTIFICATION**

By email from Professor Bryan Burton.

## **SUPERVISOR**

Professor Bryan Burton.

## 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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