Department: **Center for Environmental Inquiry**  
Working Title: **Galbreath Business Planning Graduate Assistant**  
Classification: **Graduate Assistant**  
Number of Openings: **1**  
Pay Rate: **$3,200 - $4,000 Full time monthly base rate, based on experience. Actual rate based on appointment time base.**  
Appointment: **Not to exceed 20 hours per week**  
Expected Dates of Employment: **January 18th, 2024 through December 20th, 2024**  
Deadline to Apply: **December 30th, 2023. Open until filled**

Requisition #: **CEI_GA_2324**

**DUTIES OF THE POSITION**

SSU’s Galbreath Wildlands Preserve is a 3600-acre preserve dedicated to education and research and located in southern Mendocino County. In 2016, CEI completed a Facilities Master Plan consisting of classrooms, dining area, and overnight cabins that can be used by students of all ages to learn about human connections to the natural world. We are hiring an MBA student interested in working with us to prepare a pro forma budget that identifies the costs of constructing, operating and maintaining the facilities, and explore opportunities for on-site activities that could generate income needed for operation and maintenance.

**MINIMUM QUALIFICATIONS**

Knowledge of the subject matter of the discipline in which assigned. Ability to relate well to others within the academic environment; ability to supervise, assist and train students; and ability to assist faculty in the conduct of special projects or research within the discipline. For initial appointment, evidence of satisfactory achievement in previous academic work; for the subsequent appointments, evidence of satisfactory progress toward completion of degree. Education equivalent to completion of the requirements for a bachelor’s degree and registration in a University graduate degree program; students enrolled in credential programs are not eligible for this position. NOTE: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

**HIRING CRITERIA**

- Must be enrolled in an MBA program at SSU
- Must be creative, motivated and a self-starter interested in synthesizing and presenting data
**HOW TO APPLY**

Email CEI Director Claudia Luke lukec@sonoma.edu with subject line: Business Planning Position. Include a resume and an introductory email outlining prior experience, relevant coursework and why you are interested in the position.

**HIRING NOTIFICATION**

Applicants will receive all communication via email.

**SUPERVISOR**

Claudia Luke

**OTHER INFORMATION**

- The classification, Graduate Assistant, is one of three classifications in a collective bargaining unit, Unit 11. The Graduate Assistant classification provides currently enrolled or admitted University graduate students the opportunity to assist faculty or teaching staff by performing various professional and technical duties associated generally with the subjects or program which the Graduate Assistant is doing graduate work.
- 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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