

Department: **SSU Center for Environmental Inquiry**

Working Title: **Naturalist Training Program Graduate Assistant**

Classification: **Graduate Assistant**

Number of Openings: **1**

Pay Rate: **\$1,200/month (full-time base rate of \$4,000/mo)**

Appointment: **30% employment: 12 hours per week**

Expected Dates of Employment: **August 20, 2024 - May 19, 2025**

Deadline to Apply: **August 1st. Open Until Filled**

Requisition #: **CEI_GA_2325**

DUTIES OF THE POSITION

Under the direction of Dr. Claudia Luke and Education Manager Suzanne DeCoursey, the student will serve as the graduate assistant for SSU's Center for Environmental Inquiry Naturalist Program. The graduate assistant will oversee natural and cultural history training to undergraduate naturalists during designated sessions at SSU's Fairfield Osborn Preserve. Training materials and orientation will be provided; the graduate assistant will attend orientation meetings as their schedule permits. In conjunction with the Education Manager, the graduate assistant will help assess naturalists' readiness to lead tours of the Osborn Preserve for 3rd - 5th graders and members of the general public. The graduate student communicates with K-12 teachers about scheduling pre-field trip classroom visits. On designated school visit days at the Osborn Preserve, the graduate student orients participants, organizes naturalist groups, and responds to inquiries. The graduate assistant will help provide feedback regarding training materials and logistics.

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

Knowledge of an aspect of area natural history (botany, geology, herpetology, etc.) or cultural history. Prior SSU Naturalist Program participants strongly preferred.

HOW TO APPLY

Submit resume electronically to Suzanne DeCoursey, decourse@sonoma.edu

HIRING NOTIFICATION

Email notification

SUPERVISOR

Dr. Claudia Luke, Director of the SSU Center for Environmental Inquiry and Suzanne DeCoursey, CEI Education Manager

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.

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