

Department: **Communication and Media Studies**

Working Title: **Studio Blue General Manager**

Classification: **Instructional Student Assistant**

Number of Openings: **2**

Pay Rate: **\$15/hour**

Appointment: **7-8 hours/week**

Expected Dates of Employment: **August 25, 2021 - December 23, 2021**

Deadline to Apply: **August 30, 2021**

Requisition #: **COMS\_ISA\_2122\_3**

## **DUTIES OF THE POSITION**

The student general manager for Studio Blue (Coms 369) is selected by a Coms faculty committee if there are multiple applicants, or by the Studio Blue faculty adviser if there is only one applicant for up to a year. The chief duties are: \*Selecting student leaders to oversee each group in the class (Short Film, Campus News and KlikReel). \*Working with Faculty Adviser to develop a set class expectations and assignment due dates. \*Running tutorials on basic camera use, studio and field lighting equipment and editing. \*Making sure group leaders are performing their assigned tasks.

## **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, or tutor 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**

Previous experience in Video Production

## **HOW TO APPLY**

Email the COMS Dept. at [shelly.stephens@sonoma.edu](mailto:shelly.stephens@sonoma.edu)

## **HIRING NOTIFICATION**

Applicants will be notified by email if they are hired

## **SUPERVISOR**

Ed Beebout

## **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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