

Department: **Counseling**

Working Title: **Counseling Graduate Assistant**

Classification: **Graduate Assistant (Academic Year)**

Number of Openings: **2**

Pay Rate: **\$2,905/month (Full-time base rate) Actual rate based on appointment timebase.**

Appointment: **Not to exceed 5 hours per week**

Expected Dates of Employment: **August 2023 - May 2024**

Deadline to Apply: **May 19, 2023, Open until filled.**

Requisition #: **COUN\_GA\_2324**

## **DUTIES OF THE POSITION**

The graduate assistant will assist faculty in various research projects in the field of counseling and psychology. The graduate assistant will be responsible for conducting literature searches, data management, recruiting participants, obtaining consents, maintaining files, assisting with IRB, scheduling and conducting interviews, maintaining data collection files, assisting with write ups, locating appropriate and relevant grant sources and assisting with grant writing. Graduate assistant will also be expected to manage undergraduate-level students involved in research projects.

## **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**

Student must be enrolled in the Clinical Mental Health Counseling M.A. and/or School \* \* Counseling program in Counseling Department

- Demonstrated knowledge and skills with databases, spreadsheets, other data organization tools.
- Demonstrated project management and coordination skills.
- Demonstrated ability to organize and convey information in a manner that is accessible and comprehensible to others.
- Demonstrated to communicate clearly in written and verbal form.

- Demonstrated familiarity with research related tasks including but not limited to literature review, IRB process, data collection, data analyses.
- Interest in racial/ethnic minority mental health, career counseling and resilience process

## HOW TO APPLY

Submit 1) your resume and 2) a one-paragraph description of why you are a good candidate for this position along with relevant experiences to Cecile Bhang at [bhangc@sonoma.edu](mailto:bhangc@sonoma.edu).

## HIRING NOTIFICATION

You will be notified by email.

## SUPERVISOR

Counseling Department Core Faculty, Cecile H. Bhang.

## 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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## SONOMA STATE UNIVERSITY

1801 East Cotati Avenue  
Rohnert Park, CA 94928-3609