Department: The Center for Teaching & EdTech (CTET)
Working Title: CTET Administrative Support Assistant
Classification: Instructional Student Assistant
Number of Openings: 1
Pay Rate: $14/hour
Appointment: up to 20 hours/week
Expected Dates of Employment: 11/01/20 - 05/21/21
Deadline to Apply: 10/25/20

Requisition #: CTET_ISA_2021_3

DUTIES OF THE POSITION

Canvas: The student assistant will assist Center for Teaching & EdTech staff in conducting Canvas workshops and faculty/staff development trainings and general faculty support. Student assistant helps faculty and staff via telephone, email and face-to-face meetings, and also monitors the Center for Teaching & EdTech Inbox, the Center for Teaching &EdTech Lab, and Footprint Ticketing System. Student assistant helps faculty and staff with various web-based applications including Canvas, Zoom web conferencing, Turnitin, and Google Drive/Apps. Student assistants may be required to develop help documentation for Academic Technology software applications. Fulfill general duties as assigned

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

Current Sonoma State student (Sophomore or Junior preferred). Federal Work-Study recipients preferred. Strong verbal, written, and presentation communication skills a must. Ability to explain technical details in a clear and understandable manner, able to troubleshoot problems and think both critically and independently to find solutions, and curious about how things work. Able to work alone or in diverse groups, in a creative, fast-paced environment. Ability and motivation to independently learn new technologies related to teaching and learning. Comfortable with Microsoft Windows and Mac OS X, or willing to learn both systems. Comfortable with using MS Office applications such as Word, PowerPoint and Excel. Comfortable using Google Apps (Docs, Sheets, Slides, Sites). Strong technical writing skills preferred—to help develop documentation, storyboards, and scripts. Strong customer service skills. Professional attitude and reliable. A plus to have working knowledge of the following: Adobe Creative Cloud, screen-casting software (e.g., Camtasia), YouTube video management, web page development (HTML/Google sites), blogs, and social media. Need to show assertiveness and confidence in working with faculty. Need to understand confidentiality in the workplace. Confidence in answering phones and transferring.

Faculty Affairs
HOW TO APPLY
Email Center for Teaching & EdTech at ctet@sonoma.edu

HIRING NOTIFICATION
Email

SUPERVISOR
Justin Lipp

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.