Department: The Center for Teaching & EdTech
Working Title: Content Developer Support Assistant
Classification: Instructional Student Assistant
Number of Openings: up to 2
Pay Rate: $14/hour
Appointment: up to 40 hour/week
Expected Dates of Employment: 12/17/2020 - 1/22/2021
Deadline to Apply: 12/16/2020

Requisition #: CTET_ISA_2021_4

DUTIES OF THE POSITION

• Review and prepare materials for transfer to Canvas.
• Import material (text, images, audio) into Canvas using consistent naming.
• Add feedback to exercises to promote interactivity and guidance.
• Test materials to ensure usability and accuracy.

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. Must speak and write academic Spanish. Knowledge on to enter Spanish symbols into electronic systems. Comfortable using Canvas and related tools. Strong verbal, written, and presentation communication. 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. Have a sensitivity to how students learn through multiple ways. Ability and motivation to independently learn new technologies related to teaching and learning. Collaborate with others to complete assigned tasks. Comfortable with using MS Office applications such as Word, PowerPoint and Excel. Comfortable using Google Apps (Docs, Sheets, Slides, Sites). Strong writing skills preferred.

HOW TO APPLY

Email Joseph Harrington, joseph.harrington@sonoma.edu. Please include resume if available.

HIRING NOTIFICATION

Faculty Affairs
Email notification.

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.

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