

Department: **Center for Teaching and Ed Tech**

Working Title: **Classroom Tech Student Assistant**

Classification: **Instructional Student Assistant**

Number of Openings: **1**

Pay Rate: **\$17/hour**

Appointment: **10-20 hrs/wk**

Expected Dates of Employment: **August 18, 2021 - December 10, 2021**

Deadline to Apply: **August 1, 2021**

Requisition #: **CTET_ISA_2122**

DUTIES OF THE POSITION

Classroom technology support for SSU Faculty, Staff and Students

- Maintenance of Tech Classrooms, IT Labs, media carts and equipment, and storerooms
- Software maintenance for managed classroom systems
- Provide consultation to faculty in the use of classroom systems
- Other duties assigned by management and staff Displays excellent oral and written communication skills
- Provides excellent customer service
- Clearly articulates thoughts and ideas
- Learns quickly and is able to retain details
- Possesses basic computer hardware and software knowledge
- Possesses basic troubleshooting abilities
- Works independently with limited supervision
- Displays a responsible and reliable work ethic

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

- Displays excellent oral and written communication skills
- Provides excellent customer service
- Clearly articulates thoughts and ideas
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- Works independently with limited supervision
- Displays a responsible and reliable work ethic

HOW TO APPLY

Email application materials to ctet@sonoma.edu

HIRING NOTIFICATION

Applicants will be notified via email of application status

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.



SONOMA STATE UNIVERSITY

1801 East Cotati Avenue
Rohnert Park, CA 94928-3609