

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

Working Title: **Administrative Support Assistant**

Classification: **Instructional Student Assistant**

Number of Openings: **1**

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

Appointment: **10-20**

Expected Dates of Employment: **August 17, 2021 - December 10, 2021**

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

Requisition #: **CTET_ISA_2122_2**

DUTIES OF THE POSITION

Canvas: The student assistant will assist the CTET staff in conducting Canvas workshops and faculty/staff development trainings and general faculty support.

- Student assistant helps faculty and staff via email & zoom meetings (while SSU is remote), and also monitors the CTET Inbox, and the 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 work ethic.
- 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 understand confidentiality in the workplace.
- Good work ethic while being assertive and confident when working with faculty.

HOW TO APPLY

Email application materials to ctet@sonoma.edu

HIRING NOTIFICATION

Notification of application status will be via 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.



SONOMA STATE UNIVERSITY

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