

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

Working Title: **Accessible Content Instructional Student Assistant**

Classification: **Instructional Student Assistant**

Number of Openings: **4**

Pay Rate: **\$17.34 /hour**

Appointment: **10-20 hours per week**

Expected Dates of Employment: **August 22, 2022 - December 09, 2022**

Deadline to Apply: **August 18, 2022**

Requisition #: **CTET_ISA_2223_4**

DUTIES OF THE POSITION

- Under direction of the Instructional Design staff and Assistant Director, the incumbent is responsible for all aspects of content remediation using an assortment of software applications.
- The student assistant will assist the CTET front desk staffing in services offered to conduct Canvas workshops and faculty/staff development trainings and general faculty support.
- Consistently meet deadlines determined by the Instructional Design program lead
- Advise faculty on the use of classroom systems, including Blackboard Ally, Adobe Suite and a selection of G Suite of applications (ie Docs, Drive, etc.)
- Educate faculty on the benefits of accessible course materials, as well as the tools available to them (ie Ally for Canvas)
- Explore and adapt to changing technologies
- Other duties as assigned by management and staff

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.

HOW TO APPLY

Email application materials to ctet@sonoma.edu

HIRING NOTIFICATION

Applicants will be notified via email for 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

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