

Department: **CTET/Psychology**

Working Title: **Faculty Special Project Web Designer**

Classification: **Instructional Student Assistant**

Number of Openings: **1**

Pay Rate: **\$20/hour**

Appointment: **5 hours per week**

Expected Dates of Employment: **October 17, 2022 - May 30, 2023**

Deadline to Apply: **September 26, 2022**

Requisition #: **CTET\_ISA\_2223\_6**

## **DUTIES OF THE POSITION**

- Web design: the student assistant will use materials from an existing SSU course, currently on Canvas, to design and create a public access educational website using a content management system (CMS) such as Wordpress or Squarespace.
- Fulfill general duties as assigned.

## **MINIMUM QUALIFICATIONS**

The ability to learn and perform assigned work; work cooperatively with faculty, staff, and other student; 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**

### **Required:**

- Current Sonoma State Student
- Strong verbal, written, and presentation communication skills.
- Ability to explain technical details in a clear and understandable manner, ability to troubleshoot problems and think both critically and independently to find solutions, and curiosity about how things work.
- Ability to work alone and collaboratively in a creative environment.
- Ability and motivation to independently learn new technologies related to teaching and learning.
- Excellent web design skills using a content management system (CMS) such as Wordpress or Squarespace.
- Prior experience designing a website.

- Strong aesthetic sense: ability to design an aesthetically pleasing website integrating art and graphics.
- Proficiency with HTML and CSS.
- Familiarity with PHP and Mac OS X.
- Familiarity with quality assurance testing and release management testing.
- Professional work ethic.
- Good work ethic while being assertive and confident when working with faculty.

### **Preferred:**

- Federal Work-Study recipients preferred.
- Strong technical writing skills preferred—to help develop documentation, storyboards, and scripts.
- Preference to have working knowledge of YouTube video management, blogs, and social media.

### **HOW TO APPLY**

Email application materials, including a letter of intent, a resume, and a portfolio of professional work, to [mary.gomes@sonoma.edu](mailto:mary.gomes@sonoma.edu)

### **HIRING NOTIFICATION**

Notification of application status will be via email.

### **SUPERVISOR**

Mary Gomes, Department of Psychology

### **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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