

Department: **Early Childhood Studies**

Working Title: **ECS Graduate Assistant**

Classification: **Graduate Assistant**

Number of Openings: **2**

Pay Rate: **\$3096/full-time base rate. Actual rate based upon timebase.**

Appointment: **2 hours a week**

Expected Dates of Employment: **August 19, 2024 – December 19, 2024**

Deadline to Apply: **August 1st, 2024**

Requisition #: ECS\_GA\_2325

## **DUTIES OF THE POSITION**

Graduate student will assist Professor in research and creative activities. They will assist in (1) searching and organizing research literature on a given topic, (2) the collection and analysis of data, (3) the preparation of research report, (4) the maintenance of communication with research participants, and (5) documenting research progress. Graduate assistants will meet briefly with professor about research progress once every 1-2 weeks.

## **MINIMUM QUALIFICATIONS**

Knowledge of early childhood development, care and education. Knowledge of higher education research principles and practices. Skills in organizing resources and establishing priorities. Skill in planning, organization, coordination of activities. Skill in establishing and maintaining effective working relationships. Skill in both verbal and written communication. Skill in the use of personal computer and related software applications. Education equivalent to completion of the requirements for a bachelor's degree and registration in a university graduate degree program; students enrolled in credential programs are not eligible for this position. NOTE: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

## **HIRING CRITERIA**

Required qualification: enrollment in SSU graduate degree program.

Preferred qualifications: experience conducting research; experience working with families of young children with a diverse cultural and linguistic background; fluent in oral and written mandarin Chinese.

## **HOW TO APPLY**

Please submit an application letter (no more than 1 page) and resume to Sara Jordan at [jordansa@sonoma.edu](mailto:jordansa@sonoma.edu).

## **HIRING NOTIFICATION**

Sara Jordan will respond to job candidates by email.

## **SUPERVISOR**

Yajuan (Vivian) Xiang

## **OTHER INFORMATION**

- The classification, Graduate Assistant, is one of three classifications in a collective bargaining unit, Unit 11. The Graduate Assistant classification provides currently enrolled or admitted University graduate students the opportunity to assist faculty or teaching staff by performing various professional and technical duties associated generally with the subjects or program which the Graduate Assistant is doing graduate work.
- 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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