Department: **Early Childhood Studies**
Working Title: **Student Research Assistant - Early Childhood**
Classification: **Instructional Student Assistant**
Number of Openings: **2**
Pay Rate: **$15.00/hour**
Appointment: **Hours vary by week. Typically minimum of 2 hours/week; more based on project demands.**
Expected Dates of Employment: **October 15, 2020 - May 15, 2021**
Deadline to Apply: **October 9, 2020**

Requisition #: **ECS_ISA_2021_2**

**DUTIES OF THE POSITION**
The Instructional Student Assistant is expected to assist with and contribute to the reflective consultation study project, typical responsibilities include the following: Attend project meetings; Complete any necessary training; Assist with entering survey questionnaires into online system; Assist with data collection; Assist with recruitment of participants; Assist with conducting interviews in English/Spanish onsite at various preschool programs in Sonoma County (reliable transportation is necessary); Assist with maintaining accurate records, safeguarding the confidentiality of participants, as necessary. Respond to project related email.

**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**
1. Excellent oral, written and digital communication skills.
2. Demonstrates responsibility to complete tasks in a timely manner and make significant progress on assigned projects with supervision.
3. Ability to handle confidential and sensitive information with sensitivity.
4. Ability to learn new software and techniques as needed.
5. Preferred qualifications: 1) Bilingual in Spanish and English; and 2) Prior experience interviewing.

**HOW TO APPLY**
Email Dr. Elita Amini Virmani @ elita.amini.virmani@sonoma.edu

**HIRING NOTIFICATION**
*Faculty Affairs*
You will be notified by email if you are offered an interview and if you are offered the position.

SUPERVISOR

Elita Amini Virmani

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.