

Department: **EdEon STEM Learning**

Working Title: **LbyM Graduate Assistant**

Classification: **Graduate Assistant (Academic Year)**

Number of Openings: **1**

Pay Rate: **\$2,905/month (Full-time base rate) Actual rate based on appointment timebase.**

Appointment: **10 hrs per week during the AY/ up to 40 hrs per week during the intersessions.**

Expected Dates of Employment: **Fall 2022 - Spring 2023**

Deadline to Apply: **Open until filled.**

Requisition #: **EDEON\_GA\_2223**

## **DUTIES OF THE POSITION**

Graduate Assistant will review and edit existing high school curriculum to ensure it remains true to its intention, while meeting quality editing standards. Specifically, the student will edit existing Learning by making guides, worksheets, readings, PowerPoints, and Answer keys. Additionally, the student will support editing text that will be placed on the EdEon websites and sent out in the LbyM Stembytes emails and LbyM Newsletters. The student will also support editing of journal articles about the LbyM program for science education journals.

A grant was awarded from the Department of Education to further develop and test a Computer science, Science, Technology, Engineering, and Mathematics (CSTEM) 9th grade curriculum. This year, EdEon STEM learning is finalizing the CSTEM curriculum for the full academic year. Students will be hired to go through Learning By Making existing Curriculum and ensuring that the process is completed and is doable. They will be working on ensuring materials are evaluated and tested before going out to schools. Students will be given the tools to ask questions to our techs if anything is not working or needs additional support.

## **MINIMUM QUALIFICATIONS**

Knowledge of the subject matter of the discipline in which the student is assigned. Ability to relate well to others within the academic environment; ability to supervise, assist and train students; and ability to assist faculty in the conduct of special projects or research within the discipline. For initial appointment, evidence of satisfactory achievement in previous academic work; for the subsequent appointments, evidence of satisfactory progress toward completion of degree. 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**

Ability to focus on details and making sure that curriculum is grammatically correct with no typos and easy to follow by 9th graders. Must be a graduate student in the English Department.

## HOW TO APPLY

Please submit a resume that indicates what curriculum development and helpful English courses you have taken. Also includes your potential career interests. Make sure to include Email or Phone number to set up an Interview.

Send resume to: Juanita Tenorio at [tenorior@sonoma.edu](mailto:tenorior@sonoma.edu)

## HIRING NOTIFICATION

Upon completion of interviews, students will receive a phone call at the end of the interview week. Contact Juanita Tenorio at [tenorior@sonoma.edu](mailto:tenorior@sonoma.edu) if you have any questions or concerns.

## SUPERVISOR

Supervisor: Laura Peticolas [peticola@sonoma.edu](mailto:peticola@sonoma.edu)

Academic Coordinators:

Juanita Tenorio Ruiz [tenorior@sonoma.edu](mailto:tenorior@sonoma.edu)

Aline Fromme [frommea@sonoma.edu](mailto:frommea@sonoma.edu)

## 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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