

Department: **EdEon STEM Learning**

Working Title: **STEM Education Graduate Assistant**

Classification: **Graduate Assistant**

Number of Openings: **1**

Pay Rate: **\$3001.86/month (Full-time base rate) Actual rate based on appointment timebase.**

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

Expected Dates of Employment: **Summer 2023-Spring 2024**

Deadline to Apply: **May 30, 2023**

Requisition #: **EdEon_GA_2324**

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 Coding, Science, Technology, Engineering, and Mathematics (CSTEM) 9th grade curriculum. This year, EdEon STEM learning is finalizing the CSTEM curriculum for the full academic year. The student will also support LbyM dissemination efforts, including but not limited to updating the LbyM website content to highlight aspects of the program to our targeted audiences (teachers, principals, superintendents, curriculum developers, and funders.) Additionally, the student will work on writing articles for other EdEon grant-funded efforts, as well as support EdEon website articles and blogs.

MINIMUM QUALIFICATIONS

Knowledge of the subject matter of the discipline in which 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 have experience creating content for science education websites. Must have experience updating slides from existing curriculum student guides and worksheets. Preferred experience working collaboratively with faculty and MPPs at Sonoma State University. 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: Lena Fromme - frommea@sonoma.edu

HIRING NOTIFICATION

Upon completion of interviews, students will receive a phone call at the end of the interview week. Contact Lena Fromme at frommea@sonoma.edu if you have any questions.

SUPERVISOR

Laura Peticolas peticola@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.

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