STUDENT EMPLOYMENT OPPORTUNITY
Instructional Student Assistant
Unit 11

Department: EdEon STEM Learning
Working Title: LbyM Instructional Graduate Assistant
Classification: Instructional Student Assistant
Number of Openings: 1
Pay Rate: $16/hour
Appointment: 10hr during the week AY/ up to 40 during the Intersessions.
Expected Dates of Employment: Fall 2021 - Summer 2022
Deadline to Apply: Open Until filled

Requisition #: EDEON_ISA_2122_5

DUTIES OF THE POSITION
ISA Graduate Student 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.

We were awarded a grant 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 process completed 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 need additional support.

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
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 resume that indicates what curriculum development and helpful English courses you have taken. Also includes student's career potential interests. Make sure to include Email or Phone number to set up Interview.
Send it to our AC: Juanita Tenorio at tenorior@sonoma.edu If you have any questions feel free to let her know.

HIRING NOTIFICATION

After interviews, the candidate will receive a phone call at the end of the interview week. Feel free to ask Juanita any questions or concerns.

SUPERVISOR

Supervisor:
Laura Peticolas peticola@sonoma.edu

Academic Coordinators:
Juanita Tenorio Ruiz tenorior@sonoma.edu
Aline Fromme frommea@sonoma.edu

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.

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