

Department: **EdEon STEM Learning**

Working Title: **LbyM Instructional Student Assistant**

Classification: **Instructional Student Assistant**

Number of Openings: **2**

Pay Rate: **\$16/hour**

Appointment: **10 hours a week during academic year/ 30+ hours a week during the Summer/Winter Break (40 hours maximum).**

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

Deadline to Apply: **Open until filled**

Requisition #: **EDEON_ISA_2223_3**

DUTIES OF THE POSITION

Grant: Learning by Making (Fund QB125 #1042 QB12501) was awarded on 01/10/2018. Grant was awarded to make STEM Curriculum for High Schools and work on finalizing curriculum for a 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.

Students will be able to work from home and all Supplies/Tools/Softwares will be provided from EdEon STEM Learning department. Students will be eligible to work 10 hours a week during the academic year/ 30+ hours a week during the Summer/Winter Break. Students may choose to be rehired every year.

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

Undergraduate Student with coursework in Science, Technology, Engineering, and Mathematics (STEM). The student must have excellent oral and written communications skills. Students must have interest in or experience in STEM practices or topics, such as coding/software, electronics, hardware, physics, space science, or data analysis. A GPA of at least 3.0 is required for this position.

HOW TO APPLY

Please submit a resume that indicates what Science, Technology, Engineering, and Mathematics courses you have taken. Make sure to include Email or Phone number to set up an Interview.

Send resume to: Juanita Tenorio at tenorio@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 if you have any questions or concerns.

SUPERVISOR

Supervisor: Lynn Cominsky lynnc@universe.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.

SONOMA STATE UNIVERSITY

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