Department: Geography, Environment, and Planning
Working Title: Instruction Student Assistant for the Climate Research Center
Classification: Instructional Student Assistant
Number of Openings: 2
Pay Rate: $15/hour
Appointment: not to exceed 20 hours per week
Expected Dates of Employment: Sept. 11, 2020 - Dec. 17, 2020
Deadline to Apply: Sept. 10, 2020

Requisition #: GEP_ISA_2021_3

DUTIES OF THE POSITION
Student will help grade short answers on exams using predefined rubric. Student will help grade two lab assignments.

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
Proficient in Microsoft Word and basic research skills

HOW TO APPLY
Contact GEP Dept. Kimberly Kaido-Alvarez (kaidoalv@sonoma.edu) to submit a letter of interest.

HIRING NOTIFICATION
Notified by email from Kimberly Kaido-Alvarez

SUPERVISOR
Dr. Jose J. Hernandez Ayala

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.