Department: Geography, Environment, and Planning

Working Title: Fang Research ISA

Classification: Instructional Student Assistant

Number of Openings: 2-3

Pay Rate: $15/hour

Appointment: Not to Exceed 20 Hours per Week

Expected Dates of Employment: February 1, 2021 – May 22, 2021

Deadline to Apply: Open until filled

Requisition #: GEP_ISA_2021_5

DUTIES OF THE POSITION

Assistance on academic research projects in urban and regional planning. Work may include extracting information from data sources, examination of government documents, and data analysis/coding/etc. 70-90 hours of work during the spring 2021 semester conducted remotely. Most work done independently, but assistant will be expected to periodically meet with supervisor and other assistants.

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

Basic knowledge of urban issues (housing, transportation, land use) that are covered in research tasks. Comfort navigating data sources and working in simple spreadsheets.

HOW TO APPLY

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

HIRING NOTIFICATION

By email from Kimberly Kaido-Alvarez

SUPERVISOR

Dr. Kevin Fang

Faculty Affairs
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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