Department: Geography, Environment, and Planning

Working Title: Instruction Student Assistant GEP 211 Forum

Classification: Instructional Student Assistant

Number of Openings: 1

Pay Rate: $15.00/hour

Appointment: Not to exceed 1.5 hours per week

Expected Dates of Employment: Oct 11, 2021 - Nov 5, 2021

Deadline to Apply: Open Until Filled

Requisition #: GEP_ISA_2122_3

DUTIES OF THE POSITION

This 6 hours position will work with faculty to design a poster for our GEP 211 speaker series which we will then print. The assistant will then work with SSU administration to gain appropriate approval, to post at various announcement boards and then post the product. As time allows, the assistant may also engage in research into local high schools to identify potential contacts interested in our speaker series.

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

As the position involves posting our announcement to various bulletin boards an appropriate degree of mobility is required. Some familiarity with applying aesthetic graphics to poster design is also required.

HOW TO APPLY

Contact Professor Jeff Baldwin at jeffrey.baldwin@sonoma.edu to submit a resume and a letter of interest.

HIRING NOTIFICATION

By email from the GEP Dept. ASC

SUPERVISOR

Professor Jeff Baldwin

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.

Faculty Affairs
• 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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