Department: GEP 311 Research Colloquium  
Working Title: GEP 311 Research Colloquium ISA  
Classification: Instructional Student Assistant  
Number of Openings: 1  
Pay Rate: $16/hour  
Appointment: 2 hours/week  
Expected Dates of Employment: 1/24/2022 – 5/31/2022  
Deadline to Apply: Open Until Filled  

Requisition #: GEP_ISA_2122_6  

DUTIES OF THE POSITION  
The student will assist advertising for the GEP Research colloquium. This includes making flyers for the talks, distributing flyers around campus, notifying the school of Social Sciences news site about talks.  

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, complete research, or tutor for 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  
The ideal candidate will have a GEP background, and be taking GEP 311.  

HOW TO APPLY  
Contact Administrative Coordinator Kelly Clark (clarkke@sonoma.edu) to submit a letter of interest.  

HIRING NOTIFICATION  
By email from supervisor or Kelly Clark.  

SUPERVISOR  
Michelle Goman  

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.