

Department: **GEP 311 Research Colloquium**

Working Title: **GEP 311 Research Colloquium ISA**

Classification: **Instructional Student Assistant**

Number of Openings: **1**

Pay Rate: **\$20/hour**

Appointment: **2 hours/week**

Expected Dates of Employment: **1/29/2024 – 5/31/2024**

Deadline to Apply: **Open Until Filled**

Requisition #: **GEP_ISA_2324_3**

DUTIES OF THE POSITION

The student will assist in advertising for the GEP Research Colloquium. This includes making flyers for the talks, distributing flyers around campus, and 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 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 take GEP 311.

HOW TO APPLY

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

HIRING NOTIFICATION

By email from the supervisor or Kelly Clark.

SUPERVISOR

Matthew Clark

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 the presentation of documents demonstrating the appointee's identity and eligibility to work, by 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 must comply with the requirements outlined 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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1801 East Cotati Avenue
Rohnert Park, CA 94928-3609