Department: History
Working Title: Department Outreach Assistant
Classification: Graduate Assistant
Number of Openings: 1
Pay Rate: $2,720 per month (full-time base rate); actual rate based on appointment
Appointment: 2.5 hours/week
Expected Dates of Employment: February 2022 – May 2022
Deadline to Apply: Open Until Filled

Requisition #: HIST_GA_2122_3

DUTIES OF THE POSITION
Assist in the logistics, registration, and technical support services for the Pacific Coast Conference on British Studies to be held at Sonoma State University in the spring of 2022. The student will assist the conference coordinator (Dr. Kathleen Noonan) in registering attendees, fielding questions, attending conference panels, and trouble-shooting technical issues that arise during presentations.

MINIMUM QUALIFICATIONS
Knowledge of the subject matter of the discipline in which assigned. Ability to relate well to others within the academic environment; ability to supervise, assist and train students; and ability to assist faculty in the conduct of special projects or research within the discipline. For initial appointment, evidence of satisfactory achievement in previous academic work; for the subsequent appointments, evidence of satisfactory progress toward completion of degree. Education equivalent to completion of the requirements for a bachelor’s degree and registration in a University graduate degree program; students enrolled in credential programs are not eligible for this position. NOTE: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

HIRING CRITERIA
History major or in the History MA program.

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

HIRING NOTIFICATION
By email from Kelly Clark or supervisor.

SUPERVISOR
Kathleen Noonan
OTHER INFORMATION

- The classification, Graduate Assistant, is one of three classifications in a collective bargaining unit, Unit 11. The Graduate Assistant classification provides currently enrolled or admitted University graduate students the opportunity to assist faculty or teaching staff by performing various professional and technical duties associated generally with the subjects or program which the Graduate Assistant is doing graduate work.
- 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.