Department: Liberal Studies - Ukiah
Working Title: ISA for Liberal Studies Ukiah
Classification: Instructional Student Assistant
Number of Openings: 1
Pay Rate: $14/hour
Appointment: 15-20 hours per week
Expected Dates of Employment: August 17, 2020 - May 31, 2021
Deadline to Apply: August 17, 2020

Requisition #: LIBS_ISA_2021

DUTIES OF THE POSITION
Engaging with Liberal Studies Ukiah students to assess resource availability, act as peer advisor, mentor and tutor as applicable.

MINIMUM QUALIFICATIONS
The ability to learn and perform assigned work; work cooperatively with faculty, staff, and other student; 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
Upper division standing, graduating senior, prior mentoring experience preferred

HOW TO APPLY
Submit applications to carmen.works@sonoma.edu

HIRING NOTIFICATION
Successful applicant will be notified by program coordinator Dr. Carmen Works

SUPERVISOR
Carmen Works

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.