

Department: **MESA, School of Science & Technology**

Working Title: **MESA Tutor (Chem, Biol, Geol)**

Classification: **Instructional Student Assistant**

Number of Openings: **5**

Pay Rate: **\$15/hour**

Appointment: **10 hours per week**

Expected Dates of Employment: **08/16/21 - 12/16/21**

Deadline to Apply: **08/31/21**

Requisition #: **MESA_ISA_2122_2**

DUTIES OF THE POSITION

MESA tutor will hold tutoring sessions for SST courses (Biol/Chem/Geol/Math) and review CSET/CBEST study materials virtually via zoom (and complete the sign in process for each student they serve) and coordinate their own virtual schedules/hours. They will plan and deliver and turn in STEMbyte sessions, complete promotional/scheduling emails, attend weekly team meetings, and contact professors as needed.

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

Student must be in good standing and a member of MESA.

HOW TO APPLY

Apply through handshake and students will be selected for an interview.

HIRING NOTIFICATION

Students will be notified via email.

SUPERVISOR

Sarah Tucker (tuckers@sonoma.edu)

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.



SONOMA STATE UNIVERSITY

1801 East Cotati Avenue
Rohnert Park, CA 94928-3609