

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

Working Title: **MESA Tutor (CHEM/BIOLOGICAL/GEOL)**

Classification: **Instructional Student Assistant**

Number of Openings: **5**

Pay Rate: **\$16/hour**

Appointment: **20 hours per week.**

Expected Dates of Employment: **08/15/22 – 12/16/22**

Deadline to Apply: **Open until filled.**

Requisition #: **MESA_ISA_2223_3**

DUTIES OF THE POSITION

- Provide academic support to all Sonoma State students for lower-division School of Science & Technology courses.
- Attend bi-weekly training and check-ins with the other tutors and MESA staff (dates and times TBD).
- Assist with promotional tasks such as posting flyers and contacting professors.
- Be available to tutor for at least two monthly MESA Study Halls (Tuesdays 5 PM – 6 PM & Thursdays 12 PM – 1 PM).
- Be available to tutor for at least two of our end-of-semester tutoring sessions (evenings the week before finals).

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

Applicants must be in good academic standing and a member of MESA at Sonoma State University. Applicants are welcome to apply to join MESA before applying to this position if they are not already a MESA member.

HOW TO APPLY

Applicants will apply through Handshake and may be selected for an interview upon review.

HIRING NOTIFICATION

Applicants will be notified via email.

SUPERVISOR

Sarah Tucker

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

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