

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

Working Title: **MESA Mentor**

Classification: **Instructional Student Assistant**

Number of Openings: **4**

Pay Rate: **\$18/hour**

Appointment: **up to 15 hours per week**

Expected Dates of Employment: **08/21/23 – 05/24/24**

Deadline to Apply: **08/14/23, Open until filled.**

Requisition #: **MESA_ISA_2324**

DUTIES OF THE POSITION

- Provide mentoring support for MESA members
- Connect with students individually or in group settings using different mode of communication such as: email, texting, phone call, virtual, in-person at least twice a month
- Attend biweekly meetings with mentors and MESA staff (dates and times TBD)
- Present 2 STEMbyte presentations each semester in subject matter relating to student success
- Lead different MESA specific projects such as: outreach, marketing, social media, newsletter, senior project, student opportunities sheet, etc.
- Assist with promotional tasks such as posting flyers, tabling, and classroom visitations.

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, in their third year or above, and have been a member of MESA for at least one semester prior to applying.

HOW TO APPLY

Applicants will email resumes to mesa@sonoma.edu and may be selected for an interview upon review.

HIRING NOTIFICATION

Applicants will be notified via email.

SUPERVISOR

Christina Thao

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.

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