Department: University Library
Working Title: Reference, Instruction, and Outreach Intern
Classification: Instructional Student Assistant
Number of Openings: 1
Pay Rate: $22/hour
Appointment: Interns are typically scheduled for 4-hour shifts twice a week, Monday-Friday, between the hours of 10am-7pm, however scheduling is flexible.
Expected Dates of Employment: Fall 2023, Spring 2024, Fall 2024
Deadline to Apply: 12/30/2023

Requisition #: UNIVLIB_ISA_2324

DUTIES OF THE POSITION
Sonoma State University Library is accepting applications for Reference, Instruction, and Outreach Interns who are interested in gaining valuable hands-on experience in an academic library.

This position will include significant time at the in-person reference desk and staffing virtual reference. This entails answering directional, reference, and research questions, mostly for undergraduate students, but also for graduate students, faculty, and the public. Extensive training and support will be provided.

Depending on the interests and background of the intern, the internship may also include:
• teaching library instruction session for first-year undergraduate courses
• updating or creating LibGuide research guides
• assisting with outreach events, such as tours and book displays.

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
Interns are required to have taken all SJSU core classes (INFO 203, 200, 202, 204), and will ideally have taken or are concurrently enrolled in INFO 210, 244 and/or 254.
HOW TO APPLY

Applicants must submit a CV/Resume and Internship Application, available at https://drive.google.com/file/d/1fpUtsYjKT48t08Sa2TJwZSpaw7LPxKtp/view?usp=sharing to kaitlin.springmier@sonoma.edu

HIRING NOTIFICATION

If you are selected, you will be notified by the supervisor.

SUPERVISOR

Kaitlin Springmier, Instruction & Learning Assessment Librarian

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.