Department: Women's and Gender Studies
Working Title: Queer Lecture Series ISA
Classification: Instructional Student Assistant
Number of Openings: 1
Pay Rate: $15/hour
Appointment: Not to exceed 20 hours per week
Expected Dates of Employment: Dec. 11, 2020 - May 17, 2021
Deadline to Apply: Dec. 8, 2020

Requisition #: WGS_ISA_2021_2

DUTIES OF THE POSITION
The student will assist with running the logistics and tech support for the Queer Lecture Series. This includes corresponding with speakers, setting up Zoom/PowerPoint links, attending the lecture series, and doing tech support before during and after the presentation. Keep track of student attendance. Assisting faculty with materials 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
The ideal candidate will have a WGS background and an interest in producing queer educational events over Zoom.

HOW TO APPLY
Contact WGS Dept. Admin. Kimberly Kaido-Alvarez (kaidoalv@sonoma.edu) to submit a letter of interest.

HIRING NOTIFICATION
By email from the WGS Dept. Admin.

SUPERVISOR
Brooke Lober

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.

Faculty Affairs
• 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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