

Department: **Women's and Gender Studies**

Working Title: **Feminist Lecture Series Instructional Student Assistant**

Classification: **Instructional Student Assistant**

Number of Openings: **One**

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

Appointment: **1-20 per week**

Expected Dates of Employment: **8/1/2022-12/16/2022**

Deadline to Apply: **7/29/2022**

Requisition #: **WGS\_ISA\_2223**

## **DUTIES OF THE POSITION**

The Instructional Student Assistant for the Feminist Lecture Series will assist the professor with: organizing the speaker line up, communicating with speakers, publicizing the lecture series, zoom and tech for the lecture series, and other tasks related to running the lecture series. Note, some work is required during the summer.

## **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**

WGS major or minor, ideally who has taken the lecture series before. Organized, great communicator, and willing to learn how to run a lecture series.

## **HOW TO APPLY**

Email Lena McQuade at [mcquade@sonoma.edu](mailto:mcquade@sonoma.edu).

## **HIRING NOTIFICATION**

Responses will be emailed by the faculty supervisor.

## **SUPERVISOR**

Lena McQuade

## **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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