Department: Women's and Gender Studies
Working Title: Gender, Race and Justice Lecture Series ISA
Classification: Instructional Student Assistant
Number of Openings: 1
Pay Rate: $16.20/hour
Appointment: 1-20 hours per week
Expected Dates of Employment: 8/18/23 – 12/20/23
Deadline to Apply: 8/18/23 or until filled

Requisition #: WGS_ISA_2324_2

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.

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.

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.