

Department: **Communication and Media Studies**

Working Title: **Editorial Board, STAR Newspaper**

Classification: **Instructional Student Assistant**

Number of Openings: **6-8**

Pay Rate: **\$17.86/hour**

Appointment: **2-8 hours/week**

Expected Dates of Employment: **September 1st 2026- May 31st, 2027**

Deadline to Apply: **August 14th, 2026**

Requisition #: CMS_STAR_ISA_2627

DUTIES OF THE POSITION

Attend regular Tuesday night classes and assist with class discussion and breakout teamwork, manage section or sections of the weekly paper which includes generating story ideas, assigning stories to reporters in your section and setting deadlines. On Fridays and weekends, you'll be editing the story submissions for your section for AP Style, accuracy, balance and adherence to journalistic principles, law and ethics. On Monday, you'll perform layout and design of weekly pages in your section, assigning weekly grades to student submissions using grading rubric, working with editors and photographers in team setting and posting stories to online website for STAR newspaper. Must also author two editorials per semester, deadlines TBD.

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

Minimum of one semester experience working on STAR newspaper as staff reporter or editor.

HOW TO APPLY

Email the COMS Dept. @ shelly.stephens@sonoma.edu.

HIRING NOTIFICATION

You will be notified via your Sonoma State University email that you have been hired.

SUPERVISOR

Amy Gutierrez

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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