

Department: Office of Tribal Relations

Working Title: Repatriation Graduate Assistant

Classification: **Graduate Assistant**

Number of Openings: 1

Pay Rate: \$19.66/hour

Appointment: Not to exceed 10 hours per week

Expected Dates of Employment: September 2026 – March 2027

Deadline to Apply: September 4, 2026, Open until filled

Requisition #: TRIBAL_GA_2627

DUTIES OF THE POSITION

- Assist in rehousing cultural items and creating work plans to ensure efficient repatriation processes.
- Assist in research, preparing letters, creating reports, and other administrative duties.
- Conduct verification of inventories within repositories and catalogs to maintain accurate records.
- Carry out additional duties as assigned to support the goals of the NAGPRA Program.

MINIMAL QUALIFICATIONS

Knowledge of the subject matter of the discipline in which assigned. Ability to relate well to others within the academic environment; ability to supervise, assist and train students; and ability to assist faculty in the conduct of special projects or research within the discipline. For initial appointment, evidence of satisfactory achievement in previous academic work; for the subsequent appointments, evidence of satisfactory progress toward completion of degree. Education equivalent to completion of the requirements for a bachelor's degree and registration in a university graduate degree program; students enrolled in credential programs are not eligible for this position: NOTE: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

HIRING CRITERIA

- Student must be enrolled in the Cultural Heritage Resource Management program in the Anthropology Department.
- Ability to lift boxes up to 20 pounds as required for document and item handling.
- Must maintain confidentiality with sensitive information.
- Must be proficient in Microsoft Office, excel, word, and power point.

HOW TO APPLY

Please submit your resume along with a one-paragraph description of why you are a good candidate for this position, along with relevant experiences.

Please apply via email to tribalrelations@sonoma.edu .

HIRING NOTIFICATION

Applicants will receive an email notification on the status of their application.

SUPERVISOR

Director of Tribal Relations, Elise-Alexandria Green

OTHER INFORMATION

- The classification, Graduate Assistant, is one of three classifications in a collective bargaining unit, Unit 11. The Graduate Assistant classification provides currently enrolled or admitted University graduate students the opportunity to assist faculty or teaching staff by performing various professional and technical duties associated generally with the subjects or program which the Graduate Assistant is doing graduate work.
- 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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1801 East Cotati Ave.
Rohnert Park, CA 94928