

Department: Math & Stats

Working Title: Data Science Student Assistant

Classification: Instructional Student Assistant

Number of Openings: 2

Pay Rate: \$21.00

Appointment: 12-20 hours

Expected Dates of Employment: November 1, 2026 – June 1, 2027

Deadline to Apply: November 1, 2026

Requisition #: MATHSTAT_ISA_2627

DUTIES OF THE POSITION

Student administrative assistants will support recruitment, marketing, and program coordination activities for the new B.S. in Data Science. Each student will work an average of 12 hours per week during the academic year and up to 20 hours per week during peak periods (e.g., summer outreach and early fall recruitment), not to exceed 20 hours per week during the academic term and 40 hours per week during non-enrollment periods, in alignment with university employment policies. Responsibilities may include social media and digital content management, event coordination and on-campus recruitment, external outreach to high schools and community colleges, and general program coordination and administrative support. These students will report directly to the Data Science Advisory Board.

MINIMAL 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

Candidates will be evaluated based on their level of interest, prior relevant experience, completed coursework in math, statistics, or related fields, and availability.

HOW TO APPLY

Please email your resume to math@sonoma.edu, along with a brief statement of interest highlighting your relevant coursework, related experience, and other qualifications.

HIRING NOTIFICATION

Candidates will be notified of a decision on their applications via email. This notification will be sent no later than two weeks after their statement of interest has been received.

SUPERVISOR

Martha Shott

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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Sonoma State University

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