SONOMA STATE UNIVERSITY | FACULTY AFFAIRS & SUCCESS

Student Employment Opportunity
Instructional Student Assistant
Unit 11

Department: Sociology, Criminology, and Criminal Justice Studies

Working Title: CELS Student AI Fellow in Ethics (SAFE)

Classification: Instructional Student Assistant

Number of Openings: 1

Pay Rate: $18.00/hour

Appointment: 7-10 Hours per week

Expected Dates of Employment: 11/09/26 – 12/23/26

Deadline to Apply: 11/09/26

Requisition #: SCCJS_ISA_FALL26_2

DUTIES OF THE POSITION

The duties to be performed by the student employee in this position will include assignments that can be accomplished remotely but with some duties that require on campus attendance. The CELS Student AI Fellow will assist CELS event speakers as needed when they are on campus following the directions form the Director of CELS.

They will also assist in grant research and writing for various grants in the area of AI in ethical and education. There will be some opportunities to assist in research and writing to complete grant research that is housed in CELS. The CELS AI Fellow will assist in event planning and operations for any special events offered by CELS. Fellows may be asked to liaison with speakers to coordinate their visits at SSU. There may be opportunities for conference attendance when budgets allow through grants awarded to CELS.

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

Completion of Phil 302, 309, CS/DS 305, or any equivalent AI or information ethics course work. Demonstrated ability to assist in academic research. Previous work references and experience.

HOW TO APPLY

Sullinsj@sonoma.edu

HIRING NOTIFICATION

Applicant will be notified by email

SUPERVISOR

Prof. John P. Sullins, Engineering and Computer Science, Director of CELS, Sonoma State University

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 | FACULTY AFFAIRS & SUCCESS

Sonoma State University
1801 East Cotati Ave.
Rohnert Park, CA 94928