

SONOMA STATE UNIVERSITY

Program Assistant (Casual Worker)
Part time, Temporary, Hourly, Multiple Openings
Job ID 535044



Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Sonoma State University embraces innovation in our quest to be a national model for public higher education by 2025. Our students graduate prepared to meet the challenges of the 21st century and to make an impact in the community and the world. SSU's core values include Diversity and Social Justice; Sustainability and Environmental Inquiry; Connectivity and Community Engagement; and Adaptability and Responsiveness.



Under the general supervision of the assigned site Program Manager, with additional lead work direction from the Associate Director of Pre-Collegiate Programs, the Pre-Collegiate Program Assistant provides academic, operational, and motivational support to Upward Bound and Academic Talent Search program participants in grades 6 through 12, and/or assist with programmatic needs to support individual programs to meet their annual objectives.

KEY QUALIFICATIONS

This position requires demonstrated experience working with diverse populations. Incumbent is required to demonstrate ability to communicate in a professional manner with participants in grades 6 through 12, parents, schools, and business professionals. Proficiency in typing and with Microsoft Office (Excel, Word, PowerPoint) and/or Google Applications (Docs, Sheets, Slides) programs required. Bilingual, English/Spanish preferred. The incumbent must successfully clear a fingerprint clearance.

The incumbent must possess good communication skills, both oral and written; the ability to learn and apply program information and instructions; solve problems; prioritize multiple work responsibilities; maintain confidentiality at all times; complete projects in a timely and effective manner with good attention to detail; and the ability to adapt and be flexible in an ever-changing work environment.

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APPLICATION DEADLINE

This position is open until filled.

In your cover letter, please confirm which site location you are applying for from the following list:

Sonoma County locations: Sonoma State University or Piner High School

Lake County Locations: Upper Lake High School, Lower Lake High School, Clear Lake High School

Mendocino County Locations: Fort Bragg High School, Ukiah Unified School District Office

APPLICATION PROCESS

Click "[Apply Now](#)" to apply to this position. Materials submitted with your application will not be returned. The ADA Coordinator is available, at 707/664-2664, to assist individuals with disabilities in need of accommodation during the hiring process.

SALARY

Starting salary placement depends on qualifications and experience and is anticipated to be in the range of \$16 to \$18 per hour. This is a part time, temporary, non-exempt position. Reappointment to this position is dependent upon the individual's performance as well as administrative and budgetary considerations. The university reserves the right to terminate this appointment earlier than the scheduled expiration date.

ABOUT SONOMA STATE



First-time visitors to [Sonoma State University](#) repeatedly remark: "I had no idea how beautiful the campus is!" But seeing is believing, and SSU's visitors fall in love with SSU's stunning natural beauty. The University's 269 acres, tucked against the rolling Sonoma hills, is full of spacious green spaces, lakes, trees, and flowers, which attract a bounty of butterflies to the campus Butterfly Garden. Walking around campus, one cannot help but get caught up in an obvious inquisitive spirit and the incredible sense of community that radiates from SSU's students, faculty, and staff.

Sonoma State College was approved by the state legislature in 1960 and opened in the fall of 1961 with 274 students. Five years later the nascent college moved to its current, 269-acre campus, which at the time had two buildings. In its first years, Sonoma State was a small liberal arts college that served primarily as a commuter and re-entry student campus. The institution grew steadily over the years, and, in 1978, Sonoma State officially received university status. SSU holds an endowment of \$49 million, and an operations budget over \$100 million. SSU graduates 2000 students each year and is a federally designated Hispanic Serving Institution (HSI).

Sonoma State has six schools - Arts and Humanities, Business and Economics, Education, Extended & International Education, Science and Technology, and Social Sciences. The schools provide students with a high-quality education featuring close interactions with faculty, research, and internship opportunities. A major contributor to the North Bay workforce, Sonoma State offers baccalaureate degrees in 46 majors and 47 minors, 15 master's degrees, nine credential programs, and eight undergraduate and graduate certificate programs.

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The University operates as part of the 23-campus [California State University \(CSU\) system](#), the largest four-year system of higher education in the United States. Though one of the smallest CSU institutions, SSU enjoys one of the highest number of students who live on campus (35% percent). Roughly 75% percent of first-year students come from outside the North Bay region. Many classes have fewer than 40 students, enabling close interaction between students and faculty. SSU has the fourth highest four-year graduation rate and the highest two-year transfer graduation rate in the CSU. SSU has been recognized nationally as a "Best Value," "Most Connected," and "Most Green" college by Princeton Review. Money Magazine has identified SSU as #12 for transfer students. In 2019, Diverse Magazine recognized Sonoma State as one the Top 25 universities in the nation to work for in student affairs. These are just a few of the things that make Sonoma State one of the California State University's most popular campuses.



Along with being part of the nation's largest university system, Sonoma State University is the only California university to be an invited member of the prestigious Council of Public Liberal Arts Colleges, a consortium of 30 public liberal arts universities that focus on residential undergraduate education. SSU is known for high touch, personal attention not just in its academics but also in student research, student affairs, outreach, engagement and, importantly, access for underserved populations. Diversity, equity and inclusion are essential considerations to all University goals and decisions. There is great potential to attract underserved, first-generation students as an enrollment growth strategy.

STUDENT AND CAMPUS LIFE

The Sonoma State campus community is ethnically diverse and 64 percent of SSU students receive some type of financial aid; approximately \$1.1 million in scholarships are awarded each year in areas of academics, athletics, and performing arts. The University has a 63 to 37 percent female-to-male ratio. The majority of SSU students come from California (99 percent), although countries all over the world are represented within the student body. In 2017, under President Sakaki's leadership, Sonoma State University achieved eligibility to apply for Title III and V grants as a Hispanic Serving Institution (HSI). The campus continues to prioritize initiatives and programs to increase higher education opportunities and equity within the Latinx community as key components of internal strategic planning and implementation, and in response to the California State University Graduation Initiative 2025.



STRATEGIC PLAN

In 2017-2018, Sonoma State University engaged in a comprehensive process to share, shape, and unite around one [strategic plan](#) that will set the direction for the University for years to come. With the participation of nearly 4,000 individuals, including faculty, staff, students, alumni, and community members, a proposed plan has been put in place that will help Sonoma State achieve its vision of becoming a national model for higher education by 2025. The four strategic priorities that serve as SSU's "north star" are Student Success; Academic Excellence and Innovation; Leadership Cultivation; and Transformative Impact. In fall 2021, Sonoma State will begin a strategic plan refresh that will involve developing action plans for the next 4 years.

LOCATION

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Located in Rohnert Park, California, Sonoma State University is nestled in the rolling grasslands of the foothills of the Sonoma Mountains. The campus is an hour's drive north of San Francisco and centrally located between the Pacific Ocean to the west and the wine country to the north and east. [Sonoma County](#) is an area of coastal trails, redwood forests, and rolling hills. With more than 60 national parks and 425 wineries producing some of the world's best wines, the region enjoys cool summers and mild winters. Sonoma Valley provides an outstanding atmosphere of a friendly, small-town, wine-country community rich in history with the innovative, entrepreneurial culture of the San Francisco Bay Area close by.



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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.