

GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY

POSITION: Full Graduate Assistant, Writing Programs (2 positions available)

QUALIFICATIONS:

- **REQUIRED:**
 - ***Acceptance into SUNY Cortland graduate program in (list acceptable programs): All graduate programs are eligible***
 - Excellent writing skills, excellent interpersonal skills, strong verbal communication skills, foundational knowledge of writing conventions for a variety of audiences, strong organizational and task management skills, strong information management experience (paper, email, web) for multiple audiences.

- **DESIRED:**
 - Knowledge of composition pedagogy including effective practices for tutoring and teaching writing in a variety of contexts, experience working with students and teachers. Event management experience, experience with writing for multiple audiences, grant writing experience.

RELATION TO EDUCATIONAL PROGRAM: (Provide a statement outlining how this specific graduate assistantship contributes to the student's educational program.)

The students who hold this graduate assistantship will apply the knowledge they learn in their graduate coursework to a range of tutoring and teaching activities, including leading both one-on-one and small group writing tutoring sessions and conducting writing workshops for undergraduate students across campus. The graduate assistants will use their experiences working at the Writing Center to engage in and contribute to professional development and larger academic conversations about the most effective practices in writing tutoring and writing pedagogy through participation in collaborative research and assessment projects. The graduate assistants will use their well-honed writing and research skills and participate in professional work related to college-level and K-12 writing instruction.

RESPONSIBILITIES:

Work individually and collaboratively with a staff of Graduate Assistants and Composition Program faculty to tutor students in writing and provide administrative support to the Writing Center Director. Participate in tutor development and training sessions with the Writing Center Director. Attend mandatory scheduled staff meetings. Develop and distribute advertising material for the Writing Center. Coordinate, advertise, and conduct writing workshops for students from across campus. Maintain accurate records and reports to guide in the development of the Writing Center to help meet the diverse needs of SUNY Cortland students. Participate in collaborative research and assessment projects.

SALARY: Standard salary for 20 hours/week position

APPLICATION: Applications must include the name and contact information for a faculty member or relevant supervisor to serve as someone who can speak to your experience with/knowledge of tutoring and teaching as well as your writing ability. Applications must also include a one-page statement that explains your background in teaching and tutoring and your interest in working with graduate/undergraduate students in a writing center. Completed applications must be received by May 1st. Late applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer