

GRADUATE ASSISTANT  
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant, Writing Center (2 positions available)

QUALIFICATIONS:

- **REQUIRED:**
  - ***Acceptance into SUNY Cortland graduate program in: MAT in Adolescence English Education, MA in English***
  - Excellent writing skills, foundational knowledge of writing conventions for a variety of audiences, strong organizational and task management skills.
  
- **DESIRED:**
  - Knowledge of composition pedagogy including effective practices for tutoring and teaching writing in a variety of contexts, experience working with students and teachers, strong verbal communication skills.

***RELATION TO EDUCATIONAL PROGRAM:*** The students who hold this graduate assistantship will apply the knowledge they learn in their graduate writing, pedagogy, and English 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 students across campus. There may be other possible opportunities for the graduate assistants to be mentored in the theory and practice of tutoring and teaching writing at the college level. 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.

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 Coordinator. Develop and distribute advertising material for the Writing Center. Coordinate, advertise, and conduct writing workshops for students from across campus. Participate in tutor development and training sessions with the Writing Center Coordinator. Attend mandatory scheduled staff meetings. Maintain accurate records and reports to guide in the development of the Writing Center to help meet the diverse needs of SUNY Cortland students.

SALARY: \$3200 and six credits of tuition support per semester.

APPLICATION: Applications must include two letters of recommendation from faculty or relevant supervisors that speak to the student's experience with tutoring and teaching as well as the student's writing ability. Applications must also include a short, one-page statement that explains the student's background in teaching and tutoring and their interest in working with undergraduate students in a writing center. Completed applications must be received in the Graduate Admissions Office, SUNY Cortland,

Miller Building, Room 106, Cortland, NY 13045 as soon as possible. Applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer