

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): MAT in Adolescence English Education, MA in English, MSED in Literacy***
 - Excellent writing skills, excellent interpersonal 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, strong verbal communication skills. Event management experience; experience with Wordpress and social media platforms; 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 writing, pedagogy, literacy, 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 undergraduate 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 through participation in collaborative research and assessment projects. The students who holds this graduate assistantship will apply the knowledge they have learned in their English graduate coursework to projects related to the teaching of writing and writing program administration. Those projects include writing across the curriculum initiatives at SUNY Cortland and professional development events for K-12 writing teachers. 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 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.

Participate in collaborative research and assessment projects. Work with the Director of Writing Programs on projects related to the Composition Program and the College Writing Committee, including writing across the curriculum initiatives and the annual Outstanding Writing Awards. Work with the Director of the Seven Valleys Writing Project and writing straightforward, informational prose in several media about writing events (conferences, speakers, contests.) Organize and maintain a calendar of events. Research into grants, regional writing programs, and K-12 schools possible.

SALARY: Per semester: \$3500 and six credits of tuition for 20 hours/week.

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. . Applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer