

GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant in English and Professional Writing

QUALIFICATIONS:

- REQUIRED:
 - Acceptance into either SUNY Cortland English MA or Adolescence English Education MAT program;
 - Ability to gather and summarize information from digital and paper sources, directing it to the appropriate audience; able to write and revise summaries, announcements, descriptions and the like for distribution; excellent writing skills; strong organizational and task management skills.

- DESIRED:
 - Event management experience; experience with WordPress and social media platforms; experience with writing for heterogeneous audiences; grant writing experience; experience working with K-12 public schools and teachers.

RELATION TO EDUCATIONAL PROGRAM: The student 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. Those projects include writing across the curriculum initiatives at SUNY Cortland and professional development events for K-12 writing teachers. The graduate assistant 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 with the Director of Campus 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: Standard salary for 10 hours/week position

APPLICATION: Completed applications with letters of recommendation must be received in the Graduate Admissions Office, SUNY Cortland, Miller Building, Room 106, Cortland, NY 13045 as soon as possible. Late applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer