

## GRADUATE ASSISTANT

### ANNOUNCEMENT OF VACANCY

POSITION: Half Graduate Assistant in Writing Programs

#### QUALIFICATIONS:

- REQUIRED:
  - ***Acceptance into SUNY Cortland graduate program in (list acceptable programs): MA in English, MAT in Adolescence English Education, MSED in Literacy***
  - Strong information management experience (paper, email, web) for multiple audiences; excellent writing skills; strong organizational and task management skills; excellent interpersonal skills; foundational knowledge of writing conventions for a variety of audiences
  
- DESIRED:
  - Event management experience; experience with Wordpress and social media platforms; experience with writing for multiple audiences; grant writing experience; experience working with schools, teachers, and students; knowledge of composition pedagogy including effective practices for tutoring and teaching writing in a variety of contexts, strong verbal communication skills.

***RELATION TO EDUCATIONAL PROGRAM: (Provide a statement outlining how this specific graduate assistantship contributes to the student's 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 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 assistant will use their well-honed writing and research skills and participate in professional work related to college-level and K-12 writing instruction. 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.

#### RESPONSIBILITIES:

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.

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.

SALARY: \$1750 stipend for 10 hours/week position and 3 credits of tuition/semester

APPLICATION: Completed applications with one letter of recommendation and a short, one-page statement that explains the student's background in being able to meet the above responsibilities 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