Graduate Assistant
Center for Student Success

This position is 10hrs/week and yields a 3-credit tuition waiver and $1250 stipend/semester. A successful applicant for this position will have the following qualifications:

**Required:** strong interpersonal communication skills, strong organizational skills, strong writing skills and experience writing at the college level.

**Desired:** tutoring and/or teaching experience, knowledge of composition/writing theory, knowledge of learning theory, an interest in positive psychology and a strengths-oriented approach toward writing instruction, a background in English and/or the Humanities.

**Duties and Responsibilities:** Reporting to the Coordinator of the Writers’ Studio, with the full support of the Director, the GA in the Center for Student Success will:

- Partner alongside the Coordinator to plan, schedule, and facilitate a tutor training module/professional development opportunity for peer tutoring staff
- Assist with weekly data collection and tracking to support assessment, including monitoring of the Center’s traffic via online system
- Be able to communicate policies and procedures to undergraduate staff and students who utilize the Center’s services, acting as support to undergraduate student staff as needed
- Conduct research around leadership development and writing support, including articles, tips, tools, and strategies, to inform development of peer tutoring staff
- Participate in the coordination of reflection meetings with peer writing consultants, co-facilitate reflection sessions, based on availability

In addition, the GA will: conduct one-to-one conferences with student writers from a variety of courses in order to assist them in developing successful writing strategies, assist in maintaining and updating the CSS bulletin board as well as the physical space of the Center, and partner in the creation of a student staff handbook/toolkit.

**As a result, the graduate assistant will:**

- Deepen their understanding of best practices in the field, including coordination and management of writing support services (within an integrated student success model);
- Gain an experientially-grounded understanding of the processes and systems used to train and develop peer tutors within a strengths-based, holistic academic support services unit;
- Contribute to the development of an emerging set of academic support services at the college.

**To Apply:** submit a resume, letter of interest, and [TAGA Appointment Request Form](mailto:defelicd@newpaltz.edu) to:

**Domiana DeFelice**
Coordinator, Writers’ Studio
defelicd@newpaltz.edu
Old Main B106A | (845) 257-2636