

Graduate Assistant for Writers' Studio, Center for Student Success (0.5):

CSS Mission: The Center for Student Success promotes student learning, academic engagement, and timely degree completion through the coordination of peer-based academic support programs. The Center fosters student persistence and enhanced individualized student outcomes through timely communication between faculty, staff, and students.

Through collaborative efforts with faculty, academic departments and student services, the Center provides an inclusive, student-oriented learning environment which stimulates academic engagement and the acquisition of knowledge, skills, and personal attributes in support of lifelong learning.

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 and organizational skills, initiative, strong writing skills and experience writing at the college level, demonstrated interest in student learning, with a particular focus on English Language Learners, ability to communicate effectively with people across cultures.

Desired: tutoring and/or teaching experience, basic understanding of best practices in TESOL, knowledge of composition/writing theory, knowledge of learning theory, an interest in positive psychology and a strengths-oriented approach toward education, familiarity with technology.

Duties and Responsibilities: Reporting to the Coordinator in the Center for Student Success, with the full support of the Executive Director, the Graduate Assistant for the Writers' Studio in the Center for Student Success will:

- Conduct one-to-one writing conferences with English Language Learners from a variety of levels and courses at SUNY New Paltz to assist them in developing successful writing strategies
- Conduct research around writing and reading support for English Language Learners in the higher education setting to inform program development
- Partner alongside the Coordinator to plan and facilitate training for student tutors and writing consultants
- Contribute to building a collection of resources available to support ELLs and (all student writers), by learning and teaching computer programs and apps (Read & Write Gold, etc.)
- Assist with weekly data collection and tracking to support assessment, including monitoring the Center's traffic
- 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.
- Other duties as assigned to support the daily operations of the Center for Student Success

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 student writing support, with a particular focus on methods to support English Language Learners in the college setting;
- Contribute to the development of an emerging set of academic support services at the college.

To apply, please email resume, letter of interest, and TAGA Request form to:

Jessica Delaney, Center for Student Success Coordinator

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