

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 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 Director, the GA 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 develop training for Peer Writing Consultant staff in the area of ELL support
- 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.)

In addition, the GA will also: 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.

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 to:

Jessica Delaney, Academic Support Programs Coordinator

Center for Student Success

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