

WRITERS BLOCK

GRADUATE ADVANTAGE PROGRAM

Job Description: The College Writing Center serves around 500 students per year in over 1,200 individual tutoring sessions on writing assignments, scholarship applications, cover letters, etc. The CWC operates nearly 50 hours per week in three locations, employing around 14 peer tutors and seven receptionists.

Under the guidance of the Director and Assistant Director, the Graduate Assistant will serve as supervisor to a staff of trained undergraduate peer tutors and receptionists, helping with scheduling, adjusting staffing when needed, and supporting tutors with specific information and assistance during tutoring sessions.

The Graduate Assistant will also serve as a senior tutor, receiving necessary training to tutor undergraduate writers through the College Writing Center's approach. Those with strong qualifications and background in Education or Community Health may be assigned to tutor and monitor participants in the Sustained Tutoring Program, coordinated through SOEPS by Eudora Watson. Approximately 40 referred students per year complete at least four tutoring sessions with one of our specially qualified peer tutors. This program requires continual monitoring of communication, completed sessions, and records.

When we cannot hire a Graduate Assistant who is prepared to be trained in tutoring writing, we seek a candidate with skills in leadership to focus on supervision as well as improvement of internal instructional and marketing documents and procedures. This is a crucial role, as the large and continually changing staff and “client base” depend upon effective communication and daily troubleshooting.

The Graduate Assistant must commit to a weekly schedule of eight hours. We will likely employ the Graduate Assistant for additional hours, also on a regular weekly schedule. Base compensation will be \$3,500 in tuition remission (\$1,750 per semester) plus \$850 for instructional costs.

Position Qualifications (Required Skills):

The position requires substantial writing, speaking, and critical thinking skills that will allow the GA to function as a capable tutor and leader.

Additional assets sought in applicants include:

- Strong academic writing skills.
- Interest in writing instruction in any form of education. Teaching or tutoring experience are strongly preferred, but candidates without that experience but with strong leadership skills will also be considered.
- Excellent rapport with undergraduates and sensitivity in communication. Maturity and responsibility to serve as role model and professional colleague.
- Respectful and sensitive in communicating with students from diverse backgrounds in terms of race, class, language, nationality, gender/sexuality, and ability.
- Goal-oriented and independent, yet appreciative of the strength of a team and the need to consult.
- Patience with ongoing training, education, and supervision while carrying out a new and challenging program of tutoring and/or daily supervision.
- Optional: Candidates with proven success in Education and/or Community Health coursework.

Interested candidates should submit an application through the Center for Graduate Studies by **June 1, 2018**. All questions should be directed to Dr. Jennifer Mitchell, at wblock@potsdam.edu.

Application:

Center for Graduate Studies
Raymond Hall 206
(315) 267-2165
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www.potsdam.edu/graduate

Position Information:

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