

## **CUNY START Writing Assistant (Multiple Positions)**

Functional Title - Writing Assistant

College Title – College Assistant

### **GENERAL DESCRIPTION**

CUNY Start is an intensive program for incoming college students, who have earned either a high school or high school equivalency diploma, and need to increase their academic proficiency in reading, writing, and mathematics prior to enrollment in college credit classes. The CUNY Office of Academic Affairs, the University's community colleges, the College of Staten Island, and Medgar Evers College work collaboratively to provide students with an innovative approach to developmental education. CUNY Start is recognized for its carefully designed curriculum and pedagogy, ongoing professional development, and mentor-based training model. Additional information about the CUNY Start program can be found at [www.cuny.edu/cunystart](http://www.cuny.edu/cunystart).

CUNY Start offers daytime and afternoon/evening programs that serve full-time and part-time students. CUNY Start programs are currently located on nine CUNY campuses: Borough of Manhattan Community College (Manhattan), Bronx Community College (Bronx), College of Staten Island (Staten Island), Guttman Community College (Manhattan), Hostos Community College (Bronx), Kingsborough Community College (Brooklyn), LaGuardia Community College (Queens), Medgar Evers College (Brooklyn) and Queensborough Community College (Queens).

CUNY Start is seeking to fill the position of Writing Assistant. The Writing Assistant will work as a member of the Reading/Writing team, supporting the work of the Writing/Reading instructor in a CUNY Start classroom this spring.

### **Job Responsibilities:**

The CUNY Start Writing Assistant will:

- Read the CUNY Start Reading/Writing Curriculum closely, and become familiar with CUNY Start learning procedures, assignments, and goals;
- Attend portions of the CUNY Start Reading/Writing class, and support the CUNY Start instructor as appropriate;
- Respond in writing to student papers and essays;
- Tutor CUNY Start students individually and in small groups;
- Participate in CUNY Start team meetings about students' progress;
- Participate in training activities led by the CUNY Start Professional Development Coordinators for Reading and Writing;
- Perform duties assigned by the Core teacher, including taking attendance, keeping track of student assignments, and setting up the classroom.

## **QUALIFICATIONS:**

- Experience responding to academic writing and working with non-traditional college students
- Master's Degree preferred

## **Salary**

- \$21.34 per hour for approximately 20 hours a week
- Health benefits after 3 months of successful employment

## **To Apply**

- Submit a cover letter and resume to Elizabeth Rodríguez at [cunystart@mail.cuny.edu](mailto:cunystart@mail.cuny.edu) with “Writing Assistant” in the subject line.
- Include a list of your top 3 choices for campus placement AND whether you prefer a day or afternoon/evening program. Please note that we cannot guarantee that candidates will be placed at their requested campus, but we will try to accommodate candidates whenever possible.

*We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.*