CUNY START JOB DESCRIPTION

Functional Title - Writing Assistant
College Title – College Assistant

GENERAL DESCRIPTION

CUNY Start is an intensive program for incoming college students, both high school and GED graduates, who need to increase their academic proficiency in reading, writing and mathematics prior to enrollment in college credit classes. The CUNY Office of Academic Affairs, six of the University’s seven community colleges and the College of Staten Island 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 a supportive teacher approach.

CUNY Start offers two types of programs: A daytime program from 9am-3pm and afternoon/evening programs from 2pm – 5pm and 6pm - 9 pm. CUNY Start programs are located on 7 CUNY campuses: Borough of Manhattan Community College, Bronx Community College, College of Staten Island, Hostos Community College, Kingsborough Community College, LaGuardia Community College and Queensborough Community College.

WRITING ASSISTANT (Multiple Positions)

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 fall.

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
- Other related duties as required

Salary

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

- Experience responding to academic writing and working with non-traditional college students
- Masters degree preferred

To Apply

- Submit a cover letter and resume to Rachel Oppenheimer at cunystart@mail.cuny.edu with “Writing Assistant” in the subject line.
- Include a list of your top 3 choices for campus placement in order of preference AND whether you prefer a day or afternoon/evening program. Please note that we cannot guarantee that an applicant will be placed at their requested campus or given their preferred schedule, but we will try to accommodate applicants whenever possible.

Additional information about the CUNY Start program can be found at www.cuny.edu/cunystart.

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 Employee