CUNY START JOB DESCRIPTION

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, six of the University's seven community colleges, Medgar Evers College, 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.

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.

CUNY Start programs are located in all five NYC boroughs at Borough of Manhattan Community College (Manhattan), Bronx Community College (Bronx), College of Staten Island (Staten Island), Hostos Community College (Bronx), Kingsborough Community College (Brooklyn), LaGuardia Community College (Queens), Medgar Evers College (Brooklyn) and Queensborough Community College (Queens).

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
- Perform duties assigned by the Core teacher, including taking attendance, keeping track of student assignments, and setting up the classroom

Salary
- $21.34 per hour for approximately 20-25 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

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

To Apply

• Submit a cover letter and resume to Elizabeth Rodríguez at 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. EOAA Employer.