CUNY START

JOB DESCRIPTION

Functional Title - Writing Assistant
College Title - Adjunct College Lab Technician (Adjunct CLT)

GENERAL DESCRIPTION

CUNY Start, an innovative college transition program operated by CUNY’s Office of Academic Affairs in partnership with seven CUNY campuses, provides intensive preparation in academic reading/writing, math, and college success. The program enrolls prospective CUNY students who have been accepted to college because they have a high school or GED diploma, but are not ready for college-level work based on their scores on the CUNY Assessment Tests. CUNY Start offers two program models: A full-time day program and a part-time afternoon and evening program. Both programs are also supported by strong academic advisement components.

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 Writing/Reading team, supporting the work of the Writing/Reading instructor in one of 8 CUNY Start classrooms 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
- Participate in CUNY Start team meetings about students progress
- Participate in training activities led by the CUNY Start Professional Development Coordinators

Salary
- $25.60 per hour for approx. 17 hours a week, per semester

QUALIFICATIONS:

- Experience responding to academic writing and working with non-traditional college students
- Masters Degree preferred
- Bachelors Degree minimum

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

To apply, submit a cover letter and resume to Vicki Herschman at Vicki.herschman@mail.cuny.edu.