Title: English Department Graduate Assistant: Cummings Journal Editorial and ENG495 Assistant

Terms: This is a half-time position (ten hours per week), with beginning and ending dates corresponding with the 2016-2017 academic year, August 29 through April 29. This assistantship is open only to students who have been admitted to the English M.A. Program and who enroll in a minimum of 5 credit hours each semester. The assistantship includes a tuition waiver for 4.5 graduate credit hours and a stipend of $2,000 for each semester. A student who accepts the graduate assistantship may not accept other on-campus employment.

Primary Duties and Responsibilities:

1) The primary duty of the graduate assistant (4 hours per week – 40% of position) will be to assist Professor Michael Webster in editing, publishing, and distributing Spring, The Journal of the E. E. Cummings Society. The graduate assistant will work directly with Dr. Webster in all phases of print and online publication: reading and editing manuscripts, setting up articles and poems in a printable electronic format, designing the pages, making and inserting illustrations, proofreading, dealing with the printers, and handling subscription lists. In addition, the graduate assistant may occasionally update the online version of the Cummings journal and help send out a yearly e-mail newsletter to members of the Cummings Society. This position is especially appropriate for graduate students who would like to develop skills in editing, and for those who have a particular interest in E. E. Cummings.

2) (5 hours per week – 50% of position) Working with the ENG495 graduate assistant, the holder of this position will help mentor undergraduate student writers as they reflect on the intellectual impact of majoring in English (intellectual autobiography), engage in writing an extended paper (senior paper) or executing a project (senior project), and finally present their work at a student conference. The graduate assistant will be assigned to work with ENG495 classes in some of the following ways:
a. Function as a writing tutor to visit 495 classes on a rotational basis to help run writing workshops in memoir, thesis development, research and drafting.
b. Provide feedback to students and work with section professors to devise writing/reading groups for 495 students.
c. Conduct one-on-one conferences with students to help them through all stages of the thesis project.
d. Direct students to the library, writing center and other resources to help develop their thesis projects.
e. Hold consulting hours for students to visit and discuss the memoir or thesis project.
f. Report on contacts with individual students and student groups regarding their thesis projects.
g. Attend meetings with the 495 faculty and 495 committee.

The graduate assistant will be responsible for working with ENG495 conferences in the following ways:
a. Help to organize and coordinate end-of-semester conference for students to present their research (Fall 2014/Winter 2015)
b. Function as a role model and foster professionalization of the students
c. Assist students in preparing thesis projects for oral delivery.

3) (1 hour per week - 10% of position) This graduate assistant will also work with Program directors and other GAs on miscellaneous projects when time allows, and s/he will be in charge of compiling and submitting a book order for the M.A. Program each semester based on faculty needs and library holdings.

Qualifications:
An ideal candidate will exhibit editing skills; show interest in and knowledge of the works of E. E. Cummings or other modern poets; and have experience with, or aptitude for, computer editing and publishing programs (particularly Microsoft Publisher), and for other computer tasks, including mail-merge, Excel spread sheets, and web site maintenance. All students who have been admitted to the English M.A. Program are eligible to apply for the assistantship. A student who accepts the graduate assistantship may not accept other on-campus employment.

Work Station:
The work station for this assistant will be 131 Lake Huron Hall on the Allendale Campus. This office allows the graduate assistant to work independently.

Orientation/Supervision:
Orientation will be held the first week of work. Dr. Webster will orient the GA concerning primary responsibilities. Mary Feenstra will orient the GA concerning English Department resources and staffing. The GA will be supervised by Dr. Webster and Dr. Miller and will receive an evaluation from them at the end of each semester.

Renewal:
This position is a one-year position and is not automatically renewable. Typically, the position is not offered to the same person a second year.

Selection Process:
The position will be advertised on the Office of Graduate Studies website and by direct e-mail contact with English M.A. students.

Submit application materials, including: 1) Letter stating your interest in the assistantship and
describing your relevant experience and qualifications; 2) curriculum vitae or resume to Dr. Kathleen Blumreich via email: blumreik@gvsu.edu.

Applicants with skills and experience appropriate to the position will be interviewed by a faculty committee, who will select the candidate who best meets the requirements of the position.

Application Deadline: May 1, 2016

Contact Information:
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