

English Department M.A. Program Half-Time Graduate Assistantships Position 1: ENG 495 Assistant (Instructional)

FALL SEMESTER:

The English M.A. Program has a half-time (10 hours per week) graduate assistantship position to be offered to a student admitted to the English M.A. program. The assistantship will begin August 29, 2022 and end Dec. 17, 2022, and then again January 09, 2023 to April 29, 2023. The position will be offered pending funding.

Title:

English Department Graduate Assistant: ENG 495 Assistant

Terms:

This is a half-time position (ten hours per week), with beginning and ending dates corresponding with the academic semester. 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 for the semester. The assistantship includes a tuition waiver for 4.5 graduate credit hours and a stipend of \$2,000 for the semester. A student who accepts the graduate assistantship may not accept other on-campus employment.

Primary Duties and Responsibilities:

The primary responsibilities of this position will be to mentor undergraduate student writers as they reflect on the intellectual impact of majoring in English and write an intellectual autobiography, engage in writing a 25-page senior thesis, and finally present their work at a student conference. The ENG 495 Graduate Assistant will also provide the necessary administrative help in organizing the student conference associated with the course.

The position will provide the graduate student with important skills and experience necessary for his or her future career goals, whether that is moving to a Ph.D. program in the humanities or to a career in an English-related field, such as researching, writing, editing, publishing or teaching.

The graduate assistant will be responsible for working with ENG 495 classes in the following ways (**95% of the position**):

- a. Hold weekly consulting hours for students to visit and discuss the memoir or thesis project;
- b. Conduct one-on-one conferences with students to help them through all stages of the thesis project;
- c. Direct students to the library, Knowledge Market, Writing Center and other resources to help develop their thesis projects;

- d. Report on contacts with individual students and student groups regarding their thesis projects;
- e. Coordinate connecting students with faculty mentors when appropriate;
- f. Provide feedback to students and work with section professors to devise writing/reading groups for 495 students;
- g. 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;
- h. Attend meetings with the 495 faculty and 495 director.

The graduate assistant will be responsible for working with the ENG 495 conferences in the following ways (**5% of the position**):

- a. Help to organize and coordinate end-of-semester conference for students to present their research (Fall 2022);
- b. Function as a role model and foster professionalization of the students;
- c. Assist students in preparing thesis projects for oral delivery.

All of these duties related to ENG495 will be supervised by the ENG 495 Coordinator.

Qualifications:

- a. Admission to English M.A. Program and minimum enrollment of 5 credits during the semester;
- b. Excellent communication and organization skills;
- c. A self-starter who works independently;
- e. Significant tutoring experience in a Writing Center or teaching experience is a plus;
- e. Experience with senior projects and theses;
- f. Some experience with advertising/marketing/organizing events.

A student who accepts the graduate assistantship may not accept other on-campus employment and must have flexibility in scheduling hours on campus.

Work Station:

The English M.A. Program office will be located on the Allendale Campus. The Graduate Assistant's workstation will be in this office, which will be set up to allow the graduate assistant to work independently.

Orientation/Supervision:

Orientation will be held the first week of work. The faculty supervisor will orient the GA concerning primary responsibilities and English Department resources and staffing. The GA will be supervised by Dr. Johnson and the faculty supervisor, and the GA will receive an evaluation from them at the end of the semester.

Renewal:

This position is a one-semester position and is not automatically renewable.

Selection Process:

The position will be advertised first to the MA ENG student list; secondly, on the GVSU Graduate School website and by direct e-mail contact with English M.A. students.