ATTENTION GALLATIN GRADUATE STUDENTS!

GRADUATE ASSISTANT POSITION

Writing Program
Gallatin School of Individualized Study

The Gallatin Writing Program seeks a Graduate Assistant for the 2018-2020 academic years to work an average of 20 hours per week to carry out professional, administrative and planning responsibilities central to assisting with the mission of the Gallatin Writing Program.

Responsibilities include:

1) Plan, coordinate and implement the Great World Texts project (GWT) and subsequent promotional video, working with the Writing Program Director, Assistant Director, Faculty Advisor, and undergraduate students, and acting as liaison with principals, teachers, and students at three New York City public high schools. Assist with weekly tutorial for Gallatin student mentors, and take on responsibility for the project’s culmination in an all-day celebration of student writing a week before Thanksgiving. GWT offers opportunities for curriculum development, classroom facilitation, event planning, program evaluation, and educational partnership coordination.

2) Assist the Faculty Advisor in editing and printing the student literary and visual arts magazine, The Gallatin Review. Duties include organizing submissions, supporting student editorial boards and book designer, facilitating the production schedule, editing, and layout. This project will culminate in a book launch with readings in late April. The Gallatin Review offers opportunities for student development, literary and creative consulting, and print production.

3) Assist the Writing Program Director and Assistant Director in supervising student workers (Writing Program graphic designers and peer writing assistants), including mentoring one of the designers in creating fliers and posters for events, and scheduling the peer writing assistants, answering their questions about their employment, and monitoring their attendance, and updating the website.

Qualifications:
The successful candidate must be a self-starter with experience and interest in writing, literature, visual art, and alternative education; strong communication and administrative skills; the ability to interact with faculty, staff, and undergraduates; and the ability to manage a wide range of duties and assignments within the 20-hour/week work schedule. Photography/videography a plus.

Work Schedule:
An average of 20 hours per week for 30 weeks during the 2018-2020 academic years (fall and spring semesters). Some evenings and weekends may be required.

Compensation:
$21,160 stipend, tuition remission for up to 12 credits per semester and health benefits. Because the Graduate Assistants receive tuition remission, they are not eligible for additional scholarship aid from Gallatin or NYU. This position is covered by a collective bargaining agreement. Union dues (or agency fees in lieu of dues) may apply.

To Apply:
Email resume and cover letter by April 15 to: ga.gallatin@nyu.edu
Please be sure to include, “GA Writing Program” in the subject line of the email.