



Job Description

Title: IREPO Online English Learning Assistant (ELA)

Reports to: IREPO English Activity Director, Dr. Laura Proszak

IREPO Assistant Program Director, Emily Cunningham (Hiring Manager)

Mercy College has received a U.S. Department of Education Institutional Resilience and Expanded Post-Secondary Opportunity (IREPO) grant that allows the college to award a limited number of English Learning Assistant (ELA) positions for the Fall 2022 Semester, available on a competitive basis. ELAs will work on virtual platforms (Zoom or Blackboard Collaborate) to provide tutoring to students in online General Education English composition courses. ELAs are embedded in the class and work closely with the instructor to support student learning and writing, and to encourage engagement with academic resources.

ELAs provide general academic support as well as strategies for success in learning online, such as time management and metacognition, that foster confidence and self-reliance. ELAs may schedule one-on-one meetings to discuss and review assignment instructions, writing process, paragraphs, outlines, and papers. ELAs may also provide small group support to increase students' connection to their online class community.

Position Requirements:

- Must establish rapport and communicate effectively and respectfully with students and instructors via email and in online classes and meetings. Must possess excellent organizational and time management skills.
- Must demonstrate expertise in the content area as outlined below:
 1. GPA of 3.5 or better in graduate English courses.
 2. Complete a mock tutoring session on Zoom after submitting a CV and a letter of interest or statement of teaching philosophy.
 3. Verbal recommendation from a professor in the graduate English program.

Responsibilities and expectations:

- Log in at specified times to meet with students online and assist with navigating the learning management system (LMS) and its content.
- Collaborate with and assist the course instructor with one-on-one mentoring.
- Communicate in a supportive and positive manner with students.
- Encourage students to ask questions and express their needs.
- Assist individuals or small groups in gaining understanding of concepts, strategies, and assignments.

- Comply with policies and procedures of the Department and the College including but not limited to the College's Code of Conduct and maintain students' information confidentiality.
- Accurately log work hours on Banner timesheets in Mercy Connect and submit them on time.
- Attend training and professional development workshops as available.

Estimated Compensation:

Rate: \$20.00 per hour; maximum of 15 hours per week across multiple sections.

Teaching Assistants Do Not:

- Assist students solving quizzes
- Write or edit students' assignments for them
- Grade assignments
- Perform tasks unrelated to the position during the session

To Apply:

Email the application materials listed above, along with the name and contact information of the graduate school faculty member serving as your reference, to Emily Cunningham, Assistant Program Director, IREPO at ecunningham3@mercy.edu. Be sure to include a day phone number where you can be reached.