Job Posting – Lead Writing TA  
2020-21

Job Posting: May 7, 2020  
Job Closing: May 28, 2020

EEB Courses: Lead Writing Teaching Assistant  
Online TA System Course Code: EEB-LWTA

Number of Positions: 1

Size of Appointment: 140 hours

Rate of Pay: UG, SGSI and SGSII - $46.24 per hour (effective January 1, 2020)

Dates of appointment: June 1, 2020 to April 30, 2021

NOTE: Applicant must be available to actively participate in approximately 14 hours of online training between June 8-12, 2020, to consult with WIT faculty and course instructors regularly throughout July and August 2020, and for another training session in early September 2020 (either in person or online) and throughout the academic year

Estimated Course Enrolment: N/A

Tutorial/Lab Schedule: N/A

Qualifications:
• Current PhD student with least two years' experience as a course TA leading tutorials or labs or grading
• Experience leading/facilitating workshops or strong presentation skills
• Excellent oral communication and interpersonal skills, able to collaborate effectively and show tact when working with TAs, instructors, and administrators
• Demonstrated interest in pedagogy/pedagogical development
• Strong administrative skills, including the ability to schedule meetings and training sessions, plan and document work
• Strong time management skills with the ability to meet multiple deadlines
• Flexible schedule: willing and able to accommodate short notice requests for meetings with WIT participants

Description of Duties:
As part of a writing instruction initiative in the Faculty of Arts and Science, the Lead Writing TA will work with Writing-Integrated Teaching (WIT) faculty and the WIT Contact in the home Department/Program to support instructors and train course TAs in supporting undergraduate student writing development. The LWTA will perform the following duties:

• Participate in training sessions led by WIT faculty with LWTAs from other units in an intensive online training between June 8-12 and additional sessions (whether in person or virtual) throughout the year (early September, mid-fall, early January, and an end-of-year WIT Showcase/Symposium and debrief)
Meet throughout the summer and academic year with WIT faculty, departmental WIT Contact, and course instructors to plan writing assignments and activities for tutorials, labs, lectures or online teaching contexts.

Read assigned book chapters, articles, etc. on writing pedagogy and use these to inform TA training and faculty consultations.

Design and lead training sessions, workshops, benchmarking sessions and consultations for course TAs on topics such as providing feedback to students on critical reading, writing, planning tutorial/lab activities related to writing, etc.) through Fall and Winter terms.

Provide course TAs with feedback on their responses to undergraduate written work.

Develop and/or adapt resources on writing instruction (such as marking rubrics, assignments, and writing guides) for instructors, TAs, and students.

Communicate regularly with course instructors, the WIT Director, departmental WIT Contact and others to implement WIT activities.

Collaborate with LWTAs in other units by meeting in peer groups to conduct peer observations and share writing instruction resources.

Collect and analyze data on WIT (e.g., surveys, student writing samples, TA and instructor focus groups, etc.)

Document activities (e.g., help draft unit WIT goals, write monthly updates, a final a report about WIT activities in the unit, and organize and archive assignments, rubrics, reading and writing activities, etc.)

Application Process:

Step 1: Applicants will apply using EEB’s Online Taship Application system, logging in with existing UTORid and password

https://taships.iit.artsci.utoronto.ca/eeb/login

Further instructions can be found on EEB’s website

http://www.eeb.utoronto.ca/about-us/employment/cupe3902u1/Teaching_Assistants.htm

Step 2: Applicants will submit the following documents, via email, to Prof Shelby Riskin (shelby.riskin@utoronto.ca)

1. Letter of Interest
2. Curriculum Vitae
3. Writing Sample (individually written and no more than 4 pages)
4. Names of two (2) referees who have supervised you as a course TA

If during the application and/or selection process you require accommodation due to a disability, please contact jenn.english@utoronto.ca.

This job is posted in accordance with the CUPE 3902 Unit 1 Collective Agreement. The position(s) posted above is (are) tentative, pending final course determinations and enrolments.

The Departmental Hiring Policy is available from Jenn English, Payroll Officer, in the Earth Sciences Centre, Room 3055H and in the CUPE Local 3902 office.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

Note: Although a graduate student’s preference as to the campus location of his/her TA appointment will be taken into account, both the initial TA appointment (or CI appointment) and the subsequent appointment obligation related to that appointment may be met through position(s) on any one of the three University of
Toronto campuses (UTM, UTSC or St. George) in courses in the same discipline as the initial appointment. TAs will only be assigned to courses in fields in which they are or should be qualified to assist. Duties of this position shall be performed at the campus on which the position is located. Where the duties are intended to be performed at another location, such other location will be specified in the posting.