Job Posting – Lead Writing TA
2022-23

Job Posting: May 31, 2022
Job Closing: June 20, 2022

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

Number of Positions: 1

Size of Appointment: 114 appointment hours plus 26 training hours

Rate of Pay: UG, SGSI and SGSII - $47.17 per hour (effective January 1, 2022); and $47.64 (effective January 1, 2023)

Dates of appointment: July 1, 2022 to April 30, 2023

NOTE: Applicant must be available to actively participate in approximately 15 hours of online training between July 18-23, 2022 and to consult with WIT faculty and course instructors regularly throughout July and August 2022

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/labs, in-class instruction, or grading
- Excellent oral communication and interpersonal skills, able to collaborate effectively and show tact when communicating with TAs, instructors, and administrators
- 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
- Strong facilitation and presentation skills and/or experience leading/facilitating workshops
- Evidence of superior writing skills in discipline (writing sample must be individually authored)
- Flexible schedule: willing and able to accommodate short notice requests for meetings with WIT staff, course instructors and TAs

Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.

Description of Duties:

As part of the Writing-Integrated Teaching (WIT) program, a writing instruction initiative in Arts and Science, the Lead Writing TA (LWTA) will work with the WIT staff and WIT Unit Contact to support course instructors and TAs in selected courses, as well as support undergraduate student writing development overall in the hiring department. The LWTA will perform the following duties:

- Participate in training sessions (with LWTAs from other units) in July and throughout the year (late August, early January, and an end-of-year event)
- Read book chapters, articles, etc. on writing pedagogy
- Meet with WIT staff, departmental WIT Contacts, and course instructors to plan writing assignments activities and for tutorials, labs, or lectures
- Design and lead training sessions and consultations for course TAs on writing-related topics, such as providing feedback to students on critical reading, writing, planning tutorial/lab activities related to writing, etc.
- Develop and/or adapt resources on writing instruction (such as marking rubrics and assignments) for instructors, TAs, and students
- Communicate regularly by email and in person with course instructors, WIT staff, departmental WIT Contacts and others to implement WIT activities
- Collaborate with LWTAs in other units by meeting in peer groups and sharing 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, provide monthly updates, write a final a report about WIT activities in the unit, 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

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 the EEB Graduate Office (helen.rodd@utoronto.ca)

This job is posted in accordance with the CUPE 3902 Unit 1 Collective Agreement.
In accordance with Article 16:03(A) the hiring criteria for teaching assistant positions are: academic qualifications, the need to acquire experience, previous experience, and for continuing students, previous satisfactory employment.

CUPE3902 Unit 1 Job Postings can be found online:
http://unit1.hrandequity.utoronto.ca/

Candidates who are members of Indigenous, Black, racialized and LGBTQ2S+ communities, persons with disabilities, and other equity seeking groups are encouraged to apply, and their lived experience shall be taken into consideration as applicable to the position.

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.