

CUPE3902, Unit 1

Teaching Assistant Posting

2026-27 Lead Writing TA

Job Posting: June 1, 2026

Job Closing: June 22, 2026

Campus: St. George

EEB Courses: Lead Writing Teaching Assistant

Online TA System Course Code: EEB-LWTA

Number of Positions: 1

Size of Appointment: 140 hours including training hours

Rate of Pay: UG, SGSI and SGSII - \$53.92 (effective January 1, 2026)

Dates of appointment: July 1, 2026 to April 30, 2027

*NOTE: The applicant must be available for approximately 40 hours of training and preparatory work (e.g., consultations with WIT coordinators, contacts, and course instructors) throughout the year. **Mandatory training sessions will be held online on July 14, July 15, and July 16, 2026, and in person on August 17, 2026 from 1:00pm to 4:00pm (Eastern); subsequent mandatory training sessions will be held in person throughout the year on September 25, November 27, January 8, March 5 and April 9 (times TBA).***

Estimated Course Enrolment: n/a

Tutorial/Lab Schedule: n/a

Minimum Qualifications:

- Current PhD student with least two years' experience as a course TA, whether leading tutorials/labs, in-class instruction, or grading
- Excellent oral communication and interpersonal skills, particularly the ability to work effectively with and show tact when communicating with administrators, course instructors, and TAs
- Strong administrative skills, including ability to schedule meetings and training sessions, plan and document work
- Strong time management skills with ability to meet multiple deadlines
- Strong facilitation and presentation skills and/or experience leading/facilitating workshops
- Evidence of superior writing skills in their discipline
- Flexible schedule, willing and able to accommodate short notice requests for meetings with WIT staff, course instructors, and TAs

Preferred Qualifications: n/a

Relevant Criterion: 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 WIT staff and the WIT Unit Contact to support course instructors and TAs in selected courses, as well as support the embedding of undergraduate student writing development in the hiring department. The LWTA will perform the following duties:

- Participate in mandatory training sessions throughout the year.
 - Summer training will be held online on July 14, 15, and 16, and in person on August 17; these sessions will run 1:00pm to 4:00pm (Eastern)
 - Subsequent mandatory training sessions will held in person throughout the year on September 25, November 27, January 8, March 5, and April 9 (times TBA)
- Read book chapters, articles, etc. on writing education 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; and select ‘Fall-Winter 2026-27 - EEB Courses: Lead Writing TA’
<https://taships.iit.artsci.utoronto.ca/eeb/login>

Step 2: Applicants will submit the following documents, via email, to Jenn English, Payroll Officer (jenn.english@utoronto.ca)

1. Letter of Interest
2. Curriculum Vitae
3. Writing Sample; individually written with a minimum of 500 words and no more than 4 pages (e.g. science blog, popular press article, research proposal, personal statement)
4. Names of two (2) references who have supervised you as a course TA

This job is posted in accordance with the CUPE 3902 Unit 1 Collective Agreement. It is understood that some announcements of vacancies are tentative, pending final course determinations and enrollment.

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.

Positions posted here are open to Graduate Students in the School of Graduate Studies, Postdoctoral Fellows and Undergraduate Students in the University of Toronto.

Preference in hiring shall be given to Graduate Students enrolled in the School of Graduate Studies of the University of Toronto or those who have made application to be enrolled in the School of Graduate Studies of the University of Toronto.

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 previous satisfactory employment under the provisions of this Collective Agreement.

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

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, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

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.

The University strives to be an equitable and inclusive community and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission. The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact uoft.careers@utoronto.ca. During employment, to request accommodation from the University, contact the supervisor and/or Health & Wellbeing Programs & Services at hwb@utoronto.ca. For more information about accommodations at U of T, please visit our [Accommodation](#) webpage.