

Fall and Winter sessions 2017 – 2018

POSTED: February 17, 2017

DEADLINE: Applications due on or before March 27, 2017 at 5 pm

| TITLE | NUMBER OF POSITIONS | SIZE OF APPOINTMENT | DATES OF APPOINTMENT | QUALIFICATIONS | DUTIES |
|--|---------------------|--|---|---|---|
| <p>Teaching Assistants' Training Program (Tri-Campus TATP Coordinator)</p> <p>Seeking three Representatives, one from each of the following Divisions:</p> <p>- Physical Sciences, Life Sciences or Engineering</p> <p>or</p> <p>-Social Sciences</p> <p>or</p> <p>-Humanities</p> | <p>3</p> | <p>300 hours</p> <p>at the SGS II rate of \$43.65/hour</p> <p>(rate as of May 1, 2017)</p> | <p>July 1, 2017 *</p> <p>to</p> <p>April 30, 2018</p> <p>* must be available for 5 days of training (July 31 to August 4, 2017)</p> | <p>Required:</p> <ul style="list-style-type: none"> • Self-starter able to devise own work projects • Evidence of superior communication skills • Motivated, innovative individual who works well independently and in a team • Experience as a TA in Engineering, Physical or Life Sciences, Social Sciences or Humanities • 2 or more years of experience as a TA • Currently-registered graduate student (Master's or PhD) in Unit 1 of CUPE 3902 • Experience in planning and leading tutorials and/or labs; lecturing; designing and grading assignments • Evidence of superior TA performance • Evidence of having reflected on experiences encountered as a TA and the ability to adapt and relate such experiences to various situations in different contexts • Evidence of having reflected on own approach to teaching and learning • Willingness to travel between campuses (St. George, UTM, UTSC) to perform duties, particularly the coordination and delivery of training <p>Preferred, though not required:</p> <ul style="list-style-type: none"> • Upper-year doctoral candidate, preferably ABD • Experience in conducting workshops • Knowledge of TATP programming (may include TATP Certificate Program or participation in TATP training workshops) • Experience in counseling or mentoring • Experience supervising other teaching assistants • Experience delivering training • Experience in more than one department or university • 2 years' experience as a TA at the University of Toronto | <p>The TATP Coordinator will work within a team to coordinate the work of TATP Trainers under the supervision of the Assistant Director, CTSI/TATP, and to perform the following duties:</p> <ul style="list-style-type: none"> • Advising TAs on practical skills aimed at improving TA performance, in order to enhance the quality of the undergraduate learning experience • Preparing and delivering training workshops for new and returning TAs on all three campuses in Fall 2017 and Winter 2018, in consultation with departments and divisions • Coordinating and organizing the delivery of on-site TA training in departments • Facilitating the work of a team of TATP Trainers, including setting goals and work projects • Helping to plan, coordinate and deliver a Tri-Campus TA Day in August 2017 and Training Days on all three campuses at the start of the Fall and Winter terms • Managing and administering components of the TATP Certificate Program, including evaluating the in-class teaching of TAs, evaluating teaching dossiers and leading microteaching workshops • Helping to administer TA and CI Awards • Assisting with the organization, promotion and delivery of the TATP Workshop Series each Fall and Winter • Organizing, developing and conducting other workshops as needed on TA-related issues (grading, leading discussions, working with your supervisor, etc.) • Designing and completing a "Pedagogical Project" involving the development of new programming or resources for the TATP, or a teaching-related publication • Assisting with TATP programming on the UTM and UTSC campuses (especially training sessions) • Assisting with special projects • Conducting in-person consultations with TAs • Advising departments on TA training matters • Promotion of the TATP office and its services • Liaising with the Centre for Teaching Support & Innovation • Additional duties as required |

Standards and policies are available in the Office of the Provost and in the CUPE Local 3902 office. This job is posted in accordance with the CUPE 3902 Unit 1 Collective Agreement. Please send curriculum vitae, cover letter, brief teaching dossier, and names of 2 referees, including at least one faculty member who has supervised the applicant in a TA position, to: Marie Vander Kloet, Assistant Director, Centre for Teaching Support & Innovation/Teaching Assistants' Training Program, 4th Floor, Robarts Library, 130 St. George St., Toronto, ON, M5S 3H1.