

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 (TATP Tri-Campus Course Instructor Training Coordinator)</p> <p>Seeking one Representative from:</p> <p>-Social Sciences</p> <p>or</p> <p>-Humanities</p> <p>or</p> <p>- Life Sciences</p> <p>or</p> <p>-Physical Sciences or Engineering</p>	<p>1</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 * to 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 sole-responsibility Course Instructor (Unit 1) at the University of Toronto (St. George, UTM, or UTSC campuses) • 2 years of experience as a TA in any discipline • Currently-registered graduate student in Unit 1 of CUPE 3902 • Upper-year doctoral candidate, preferably ABD • Experience in planning and leading tutorials and/or labs; lecturing; designing and grading assignments • Evidence of superior Course Instructor performance • Evidence of having reflected on experiences encountered as a TA or Course Instructor 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 UTM, UTSC, and St. George campuses to perform duties <p>Preferred, though not required:</p> <ul style="list-style-type: none"> • Experience in more than one appointment as a Course Instructor • 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 	<p>The TATP Course Instructor Training Coordinator will work under the supervision of the Assistant Director, CTSI/TATP to perform the following duties:</p> <ul style="list-style-type: none"> • Advising Course Instructors and TAs on practical skills aimed at improving teaching performance, in order to enhance the quality of the undergraduate learning experience • Coordinating and delivering first-contract Course Instructor training, possibly on all three campuses, at the start of the Fall, Winter, and Summer terms • Coordinating and delivering the day-long 'Course Instructor Training Camp' at the start of the Fall, Winter and Summer terms • Providing consultation to Course Instructors and senior TAs on teaching practice, syllabus and course design, and course management • Developing and delivering additional training for Course Instructors and senior TAs throughout the Fall and Winter terms • Assisting with the preparation and delivery of training workshops for new and returning TAs in Fall 2017 and Winter 2018, in consultation with departments and divisions and TATP training teams and training Coordinators • Participation in Tri-Campus TA Day in August 2017 • Assisting with other components of the TATP Certificate Program, including evaluating the in-class teaching of Course Instructors and evaluating teaching dossiers • Organizing and overseeing the TATP Course Instructor Award process • Assisting with the organization, promotion and delivery of the TATP Workshop Series each Fall and Winter • Organizing, developing and/or conducting other workshops as needed on Course Instructor-related issues or broader teaching issues • 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 when needed • Advising departments on Course Instructor training matters • Promoting 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.