

**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 <b>(Tri-Campus TATP Microteaching Coordinator – based on St. George campus)</b></p> <p>Seeking one Representative from:</p> <p><b>-Social Sciences</b></p> <p><b>or</b></p> <p><b>-Humanities</b></p> <p><b>or</b></p> <p><b>- Life Sciences</b></p> <p><b>or</b></p> <p><b>-Physical Sciences or Engineering</b></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)</p>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Self-starter able to devise own work projects</li> <li>• Evidence of superior communication skills</li> <li>• Motivated, innovative individual who works well independently and in a team</li> <li>• <b>Experience as a TA in Social Sciences or Humanities (strongly preferred; Sciences &amp; Engineering will be considered)</b></li> <li>• 2 or more years of experience as a TA</li> <li>• Currently-registered graduate student (Master's or PhD) in Unit 1 of CUPE 3902</li> <li>• Experience in planning and leading tutorials and/or labs; lecturing; designing and grading assignments</li> <li>• Evidence of superior TA performance</li> <li>• 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</li> <li>• Evidence of having reflected on own approach to teaching and learning</li> </ul> <p><b>Preferred, though not required:</b></p> <ul style="list-style-type: none"> <li>• Upper-year doctoral candidate, preferably ABD</li> <li>• Experience in conducting workshops</li> <li>• Experience in a Microteaching workshop</li> <li>• Knowledge of TATP programming (may include TATP Certificate Program or participation in TATP training workshops)</li> <li>• Experience in counseling or mentoring</li> <li>• Experience supervising other teaching assistants</li> <li>• Experience delivering training</li> <li>• Experience in more than one department or university</li> <li>• 2 years' experience as a TA at the University of Toronto</li> </ul>	<p>The TATP Microteaching Coordinator will work under the supervision of the Assistant Director, CTSI/TATP to perform the following duties:</p> <ul style="list-style-type: none"> <li>• Advising TAs on practical skills aimed at improving TA performance, in order to enhance the quality of the undergraduate learning experience</li> <li>• Coordinating the Microteaching component of the TATP Certificate Program on all three campuses</li> <li>• Leading TATP Microteaching workshops on all three campuses</li> <li>• Preparing new TATP staff members to facilitate Microteaching sessions</li> <li>• Coordination and facilitation of the Simulated Classroom Teaching Practicum for the Teaching in Higher Education (THE 500) course offered through Woodsworth College</li> <li>• Preparing and delivering training workshops for new and returning TAs in Fall 2017 and Winter 2018, in consultation with departments and divisions and TATP training teams</li> <li>• Assisting with the delivery of on-site departmental training workshops</li> <li>• Organization and promotion of a Tri-Campus TA Day in August 2017</li> <li>• Assisting with other components of the TATP Certificate Program, including evaluating the in-class teaching of TAs and evaluating teaching dossiers</li> <li>• Assisting with the organization, promotion and delivery of the TATP Workshop Series each Fall and Winter</li> <li>• Organizing, developing and/or conducting other workshops as needed on TA-related issues (grading, leading discussions, working with your supervisor, etc.)</li> <li>• Designing and completing a "Pedagogical Project" involving the development of new programming or resources for the TATP, or a teaching-related publication</li> <li>• Assisting with TATP programming on the UTM and UTSC campuses (particularly Microteaching sessions)</li> <li>• Conducting in-person consultations with TAs</li> <li>• Advising departments on TA training matters</li> <li>• Promotion of the TATP office and its services</li> <li>• Liaising with the Centre for Teaching Support &amp; Innovation</li> <li>• Additional duties as required</li> </ul>

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, 4<sup>th</sup> Floor, Robarts Library, 130 St. George St., Toronto, ON, M5S 3H1.