

Fall and Winter sessions 2018 – 2019

POSTED: February 20, 2018

DEADLINE: Applications due on or before March 26, 2018 at 5pm

TITLE	NUMBER OF POSITIONS	SIZE OF APPOINTMENT	DATES OF APPOINTMENT	QUALIFICATIONS	DUTIES
<p>Teaching Assistants' Training Program (Tri-Campus TATP Microteaching Coordinator – based on St. George campus)</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, 2018 * to April 30, 2019</p> <p>* must be available for 5 days of training (July 30 to August 3)</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 Social Sciences or Humanities (strongly preferred; Sciences & Engineering will be considered) • 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 <p>Preferred, though not required:</p> <ul style="list-style-type: none"> • Upper-year doctoral candidate, preferably ABD • Experience in conducting workshops • Experience in a Microteaching workshop • 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 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"> • Advising TAs on practical skills aimed at improving TA performance, in order to enhance the quality of the undergraduate learning experience • Coordinating the Microteaching component of the TATP Certificate Program on all three campuses • Leading TATP Microteaching workshops on all three campuses • Preparing new TATP staff members to facilitate Microteaching sessions • Coordination and facilitation of the Simulated Classroom Teaching Practicum for the Teaching in Higher Education (THE 500) course offered through Woodsworth College • Preparing and delivering training workshops for new and returning TAs in Fall 2018 and Winter 2019, in consultation with departments and divisions and TATP training teams • Assisting with the delivery of on-site departmental training workshops • Organization and promotion of a Tri-Campus TA Day in August 2018 • Assisting with other components of the TATP Certificate Program, including evaluating the in-class teaching of TAs and evaluating teaching dossiers • 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 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 (particularly Microteaching sessions) • 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.