

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 Trainer – based on St. George campus)</p> <p>Seeking eight Representatives from:</p> <p>- Engineering</p> <p>or</p> <p>- Physical or Life Sciences</p> <p>or</p> <p>-Social Sciences</p> <p>or</p> <p>-Humanities</p>	8	<p>210 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 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 <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, discipline or university • 2 years' experience as a TA at the University of Toronto 	<p>The TATP Trainer will work within a team under the supervision of the Assistant Director, CTSI/TATP and TATP Coordinators 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 • Organization, promotion and delivery of a Tri-Campus TA Day in August 2017 and Training Days on all three campuses at the start of the Fall and Winter terms • Assisting with the administration of the TATP Certificate Program, including evaluating the in-class teaching of TAs, evaluating teaching dossiers and leading Microteaching workshops • 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 • Assisting with the organization, promotion and delivery of the TATP Workshop Series each Fall and Winter • Developing and/or conducting other workshops as needed on TA-related issues (grading, leading discussions, working with your supervisor, etc.) • Assisting when needed with TATP programming on the UTM and UTSC campuses • Assisting with special projects, such as the revision or development of online resources, or Teaching Tip Sheets, etc. • Conducting in-person consultations with TAs • Advising departments on TA training matters • Promotion of the TATP office and its services • Assisting with the TA and CI Awards • 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.