

Fall and Winter sessions 2017-2018

POSTED: February 17, 2016

DEADLINE: Applications due on or before March 27, 2016 at 5 pm

TITLE	NUMBER OF POSITIONS	SIZE OF APPOINTMENT	DATES OF APPOINTMENT	QUALIFICATIONS	DUTIES
<p>Teaching Assistants' Training Program (TATP Trainer - UTM)</p> <p>Seeking one Representative from:</p> <p>- Physical or Life Sciences strongly preferred</p> <p>-Social Sciences or Humanities will be considered</p>	<p>1</p>	<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 on St. George campus (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 Physical or Life Sciences (Social Sciences or Humanities will be considered) • 2 or more years of experience as a TA • Experience as a TA or a student at UTM • Currently-registered graduate student (Master's or PhD) in Unit 1 of CUPE 3902 and based on the UTM campus • Experience in planning and leading tutorials and 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 at the University of Toronto Mississauga will work under the supervision of the Assistant Director, CTSI/TATP at the St. George campus. The UTM Trainer will work closely with the staff of the Robert Gillespie Academic Skills Centre at UTM, and with the support of TATP Trainers and Coordinators on the St. George campus, 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 • Assisting with the organization, promotion and delivery of two TA Days, one on the St. George campus and one at UTM, in August or September 2017 • Organization of and participation in a Training Day on the UTM campus 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 (when possible, on the UTM campus) • Preparing and delivering training workshops for new and returning TAs in Fall 2017 and Winter 2018 in consultation with departments and divisions (to be delivered on the UTM campus) • Organizing, developing and/or conducting other workshops as needed on TA-related issues (grading, leading discussions, working with your supervisor, etc.) specific to the UTM campus • Assisting when needed with some TATP programming on the St. George campus (such as the TATP Workshop Series held each Fall and Winter) • Assisting with special projects, such as the development or revision of online resources, development of Teaching Tip Sheets, etc. • Conducting in-person consultations with TAs on the UTM campus • Advising departments on TA training matters • Promotion of the TATP office and its services • 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.