Fall and Winter sessions 2024–2025
POSTED: February 9, 2024
DEADLINE: Applications due on or before March 15, 2024 at 5pm

Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.

TITLE	NUMBER OF POSITIONS	SIZE OF APPOINTMENT	DATES OF APPOINTMENT	QUALIFICATIONS	DUTIES
Teaching Assistants' Training Program (TATP) EDI Coordinator Seeking one representative, from the following: -Physical Sciences, Life Sciences or Engineering or -Social Sciences or -Humanities	1	300 hours (at the SGS II rate as of Jan. 1, 2023—$47.64/hour)	July 1, 2024* to April 30, 2025 * must be available for 5 days of training (July 22 to 26, 2024) Peak periods of work include August to early October and early January; TATP staff must be available during these periods. Duties may be performed online and/or in person.	**Required:** • Graduate student with a strong academic background in equity, diversity and inclusion (EDI) • Experience with anti-oppression, anti-racist, and critical pedagogies, as well as intercultural knowledge, accessible practices, etc. • Experience as a TA in Engineering, Physical or Life Sciences, Social Sciences or Humanities • Previous TA experience of 2 or more years • Evidence of superior TA performance and communication skills • Strong administrative skills, including the ability to schedule meetings and training sessions, plan and document work • Motivated, innovative individual who works well independently and in a team • Experience in planning and leading tutorials and/or labs; designing and grading assignments • Strong time management skills with the ability to meet multiple deadlines, especially during intense training periods in August/September and January • Evidence of reflective practice in teaching and learning • Willingness to travel between campuses (UTSG, UTM, UTSC) to perform duties, particularly the coordination and delivery of training **Preferred, though not required:** • Experience with Indigenous pedagogies and work with institutions or organizations on answering the Truth and Reconciliation Commission's Calls to Action • Upper-year doctoral candidate, preferably ABD • Experience in conducting workshops/webinars • Knowledge of TATP programming (participating in TATP certificate or training workshops) • Experience in mentoring/coaching and supervising other teaching assistants and/or students • Experience facilitating professional development training and programming • Experience teaching in more than one department or university • 2 years' experience as a TA or CI at the University of Toronto • Experience with accessible teaching practices (e.g., Universal Design for Learning) • Experience teaching internationally and/or in community settings	The **TATP EDI Coordinator** will work with a team of TATP Graduate Educational Developers ("teaching fellows") under the supervision of the Assistant Director, CTSI/TATP, and perform the following duties: • Co-developing and facilitating EDI training and programming for TAs and graduate student CIs to support the integration of decolonized, antiracist and inclusive pedagogical practices • Encouraging reflection on the role of unconscious bias, monocultural mindsets, critical pedagogy and critical race theory • Designing and disseminating resources on EDI-related topics to facilitate sharing of best practices • Preparing and delivering training sessions for new and returning TAs on all three campuses in Fall and Winter, in consultation with departments and divisions • Advising TAs on practical skills aimed at improving TA performance, in order to enhance the quality of the undergraduate learning experience • Helping to plan, coordinate and deliver TA orientation events in late August/early September and if necessary, Training Days on all three campuses • Managing and administering components of the TATP certificate programs, including on-class observations, reviewing teaching dossiers and/or leading microteaching workshops • Helping to coordinate BIPOC TA Award • Organizing, developing and conducting other workshops as needed on TA-related issues • Designing and completing a "Pedagogical Project" (e.g., project, resource, research design, etc.) • Assisting with TATP programming on the UTM and UTSC campuses • Assisting with special projects • Conducting individual 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, as well as other teaching and learning centres across the University • Additional duties as required

This job is posted in accordance with the CUPE 3902 Unit 1 Collective Agreement. The hiring criteria for Teaching Assistant positions are academic qualifications, the need to acquire experience, previous experience and previous satisfactory employment under the provisions of this Collective Agreement.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas. Again, candidates who are members of Indigenous, Black, racialized and LGBTQ2S+ communities, persons with disabilities, and other equity seeking groups are encouraged to apply, and their lived experience shall be taken into consideration as applicable to the position.

Application address:
> Michal Kasprzak, Assistant Director
> Centre for Teaching Support & Innovation / Teaching Assistants' Training Program
> University of Toronto
> 4th Floor, Robarts Library, 130 St. George St.
> Toronto, ON, M5S 3H1

Application content (i.e., application <u>must</u> include):
- Cover letter (1 to 2 pages, single spaced);
- Curriculum vitae;
- Teaching philosophy statement (maximum 3 pages single spaced) with clear indication of EDIA-related (equity, diversity, inclusion, and accessibility) work;
- 3 sample teaching materials which you designed (e.g., lesson plans, workshop outline and materials, study/lab guides or other learning resources created for students, assignments and assignment instructions, course syllabi, etc.);
- List of all teaching assistant and course instructor positions (university and/or college based) as well as other teaching-related roles, and description of responsibilities for each role;
- Names and contact information for 2 referees, including at least one faculty member who has supervised you in a TA position.

Application submission:
- **You can use one letter to apply for multiple positions (please identify these clearly in the letter).**
- **Only electronic applications will be accepted.**
- **All materials must be combined into a single PDF file and identified with your first and last name (e.g., "TATP 2024-25 Ravi Ramjeesingh").**
- **The single document must be emailed to <u>services.ta@utoronto.ca</u> by March 15, 2024 at 5pm.**

Preference in hiring shall be given to Graduate Students enrolled in the School of Graduate Studies of the University of Toronto or those who have made application to be enrolled in the School of Graduate Studies of the University of Toronto.

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission. The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact uoft.careers@utoronto.ca. During employment, to request accommodation from the University, contact the supervisor or department chair and/or Health & Wellbeing Programs & Services at hwb@utoronto.ca. For more information about accommodations at U of T, please visit our Accommodation webpage.