

## 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
<p><b>Teaching Assistants' Training Program (TATP) Tri-Campus Team Coordinator</b></p> <p>Seeking three representatives, one from each of the following:</p> <p>-Physical Sciences, Life Sciences or Engineering</p> <p>or</p> <p>-Social Sciences</p> <p>or</p> <p>-Humanities</p>	3	<p>300 hours</p> <p>(at the SGS II rate as of Jan. 1, 2023—\$47.64/hour)</p>	<p>July 1, 2024* to April 30, 2025</p> <p>* must be available for 5 days of training (July 22 to 26, 2024)</p> <p>Peak periods of work include August to early October and early January; TATP staff must be available during these periods.</p> <p>Duties may be performed online and/or in person.</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>Experience as a TA in Engineering, Physical or Life Sciences, Social Sciences or Humanities</li> <li>2 or more years of experience as a TA</li> <li>Currently-registered graduate student in Unit 1 of CUPE 3902</li> <li>Experience in planning and leading tutorials and/or labs</li> <li>Evidence of superior teaching performance</li> <li>Evidence of reflective practice in teaching and learning</li> <li>Willingness to travel between campuses (UTSG, UTM, UTSC) to perform duties, particularly the coordination and delivery of training</li> <li>Knowledge and skills to contribute to programming in areas, such as, for example: equity and access in teaching and learning; educational technologies; Scholarship of Teaching and Learning (SoTL); teaching skills for academic and non-academic careers; anti-oppressive and anti-racist pedagogies; etc.</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 professional development workshops and/or training</li> <li>Knowledge of TATP programming (participating in TATP certificate or training workshops)</li> <li>Experience in mentoring/coaching and/or supervising other teaching assistants</li> <li>Experience teaching in more than one department or university</li> <li>2 years' experience as a TA or CI at the University of Toronto</li> <li>Experience with Indigenous pedagogies and work with institutions or organizations on answering the Truth and Reconciliation Commission's Calls to Action</li> <li>Experience with accessible teaching practices (e.g. Universal Design for Learning)</li> <li>Experience with critical pedagogies (e.g., anti-oppression, trauma-informed, anti-racist)</li> <li>Experience teaching internationally and/or in community settings</li> </ul>	<p>The <b>TATP Team Coordinator</b> will work with a disciplinary team of TATP Graduate Educational Developers ("teaching fellows") under the supervision of the Assistant Director, CTSI/TATP, and to perform the following duties:</p> <ul style="list-style-type: none"> <li>Advising TAs on practical skills aimed at improving teaching in order to enhance the quality of the undergraduate learning experience</li> <li>Preparing and delivering training sessions for new and returning TAs on all three campuses at the start of the Fall and Winter semesters</li> <li>Coordinating and organizing the delivery of on-site/online TA training in departments</li> <li>Facilitating the work of a team of TATP Graduate Educational Developers, including setting goals and work projects (e.g., tracking work logs; coaching and mentoring; etc.)</li> <li>Helping to plan, coordinate and deliver TA orientation events in late August/early September, and if necessary, Training Days on all three campuses at the start of the Fall and Winter terms</li> <li>Managing and administering components of the TATP Certificate Programs, including on-class observations, reviewing teaching dossiers and/or leading microteaching sessions</li> <li>Helping to administer a range of TATP portfolios: TA and CI Awards; teaching dossier reviews; etc.</li> <li>Assisting with the organization, promotion and delivery of the TATP programming</li> <li>Organizing, developing and 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" (e.g., research project, resource development, etc.)</li> <li>Supporting TATP programming at all here campuses</li> <li>Assisting with special projects/initiatives</li> <li>Conducting individual consultations with TAs</li> <li>Advising departments on TA training matters</li> <li>Promoting TATP office and its services</li> <li>Liaising with the Centre for Teaching Support &amp; Innovation, as well as other teaching and learning centres across the University</li> <li>Additional duties as required</li> </ul>

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

**Application content (i.e., application must include):**

- Cover letter (1 to 2 pages, single spaced);
- Curriculum vitae;
- Teaching philosophy statement (maximum 1 to 2 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 [services.ta@utoronto.ca](mailto:services.ta@utoronto.ca) 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](mailto: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](mailto:hwb@utoronto.ca). For more information about accommodations at U of T, please visit our [Accommodation webpage](#).