

**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 <b>(Tri-Campus TATP Coordinator )</b></p> <p>Seeking three Representatives, one from each of the following Divisions:</p> <p><b>- Physical Sciences, Life Sciences or Engineering</b></p> <p><b>or</b></p> <p><b>-Social Sciences</b></p> <p><b>or</b></p> <p><b>-Humanities</b></p>	<p>3</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, 2018)</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>• <b>Experience as a TA in Engineering, Physical or Life Sciences, Social Sciences or Humanities</b></li> <li>• 2 or more years of experience as a TA</li> <li>• Currently-registered graduate student (Master's or PhD) in Unit 1 of CUPE 3902</li> <li>• Experience in planning and leading tutorials and/or labs; lecturing; designing and grading assignments</li> <li>• Evidence of superior TA performance</li> <li>• 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</li> <li>• Evidence of having reflected on own approach to teaching and learning</li> <li>• Willingness to travel between campuses (St. George, UTM, UTSC) to perform duties, particularly the coordination and delivery of training</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 workshops</li> <li>• Knowledge of TATP programming (may include TATP Certificate Program or participation in TATP training workshops)</li> <li>• Experience in counseling or mentoring</li> <li>• Experience supervising other teaching assistants</li> <li>• Experience delivering training</li> <li>• Experience in more than one department or university</li> <li>• 2 years' experience as a TA at the University of Toronto</li> </ul>	<p>The TATP Coordinator will work within a team to coordinate the work of TATP Trainers 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 TA performance, in order to enhance the quality of the undergraduate learning experience</li> <li>• Preparing and delivering training workshops for new and returning TAs on all three campuses in Fall 2018 and Winter 2019, in consultation with departments and divisions</li> <li>• Coordinating and organizing the delivery of on-site TA training in departments</li> <li>• Facilitating the work of a team of TATP Trainers, including setting goals and work projects</li> <li>• Helping to plan, coordinate and deliver a Tri-Campus TA Day in August 2018 and 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 Program, including evaluating the in-class teaching of TAs, evaluating teaching dossiers and leading microteaching workshops</li> <li>• Helping to administer TA and CI Awards</li> <li>• Assisting with the organization, promotion and delivery of the TATP Workshop Series each Fall and Winter</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" involving the development of new programming or resources for the TATP, or a teaching-related publication</li> <li>• Assisting with TATP programming on the UTM and UTSC campuses (especially training sessions)</li> <li>• Assisting with special projects</li> <li>• Conducting in-person consultations with TAs</li> <li>• Advising departments on TA training matters</li> <li>• Promotion of the TATP office and its services</li> <li>• Liaising with the Centre for Teaching Support &amp; Innovation</li> <li>• Additional duties as required</li> </ul>

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