

EMERGENCY POSTING: LEAD WRITING TA (LWTA) POSITION

HISTORY

Fall and Winter Terms 2017-18

Posted on May 18, 2017

Applications due May 26, 2017

Position Title	Number of Positions	Size of Appointment	Appointments Dates	Qualifications	Duties
Lead Writing TA (LWTA)	1	120 Hours at the SGS II rate as of May 01, 2017 (\$43.65)	June 1, 2017* to April 30, 2018 * must be available for approximately 14 hours training during the week of June 5-9 and for consultation with course instructors July and August, 2017	<p>Required:</p> <ul style="list-style-type: none"> • Current PhD student • At least two years' experience as a course TA, whether leading tutorials/ labs, in-class instruction, or grading • Excellent oral communication and interpersonal skills, particularly the ability to work effectively with and show tact when communicating with course instructors and TAs • Strong administrative skills, including ability to schedule meetings, plan and document work • Strong time management skills with ability to meet multiple deadlines • Strong facilitation and presentation skills and/or experience leading workshops • Evidence of superior writing skills in their discipline (writing sample must be individually authored) • Flexible schedule, able to accommodate short notice requests for meetings with WIT 	<p>As part of a Writing Instruction initiative in Arts and Science, the Lead Writing TA will work with the Writing Coordinator and WIT Unit Contact to support Course Instructors and train course TAs in selected courses. The LWTA will perform the following duties:</p> <ul style="list-style-type: none"> • Participate in an intensive training session (with LWTAs from other units) in the early June and in additional training throughout the year (early September early January) • Meet in summer with the Writing Coordinator, departmental WIT contact, and course instructors to plan course assignments and writing activities for classes, labs, or lectures • Design and lead training sessions and consultations for course TAs on topics such as providing feedback to students on writing, planning tutorial/lab activities related to writing, etc.) through Fall and Winter terms • Develop and/or adapt resources on writing instruction (such as marking rubrics and assignment guides) for course instructors, TAs, and students • Communicate regularly by email and in person with course instructors, Writing Coordinator, departmental contact WIT Contact and others to coordinate WIT activities • Collect and analyze data on WIT (e.g., surveys, student writing samples, TA and

				participants	instructor focus groups, etc.) <ul style="list-style-type: none"> • Document activities (e.g., help draft unit WIT goals, provide monthly updates, write a final a report about WIT's impact in the unit, etc.)
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This job is posted in accordance with the CUPE 3902 Unit 1 Collective Agreement. Standards and Policies are available in the Departmental office and the CUPE Local 3902 office. Please submit a letter of interest, a *curriculum vitae*, a writing sample (individually written and no more than four pages), and the names of two referees who have supervised you in course TAs by **May 26, 2017** to Professor Jennifer Mori at: history.ugchr@utoronto.ca.

The university is strongly committed to diversity within its community and especially welcomes applications from minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups, and others who may contribute to the further diversification of ideas.