

# Department of History

## LEAD WRITING TA (LWTA) POSITION

### Duties

As part of the Writing-Integrated Teaching (WIT) program, a writing instruction initiative in Arts and Science, the Lead Writing TA (LWTA) will work with the WIT staff and WIT Unit Contact to support course instructors and TAs in selected courses, as well as support undergraduate student writing development overall in the hiring department. The LWTA will perform the following duties:

- Participate in training sessions (with LWTAs from other units) in July and throughout the year (late August, early January, and an end-of-year event)
- Read book chapters, articles, etc. on writing pedagogy
- Meet with WIT staff, departmental WIT Contacts, and course instructors to plan writing assignments activities and for tutorials, labs, or lectures
- Design and lead training sessions and consultations for course TAs on writing-related topics, such as providing feedback to students on critical reading, writing, planning tutorial/lab activities related to writing, etc.
- Develop and/or adapt resources on writing instruction (such as marking rubrics and assignments) for instructors, TAs, and students
- Communicate regularly by email and in person with course instructors, WIT staff, departmental WIT Contacts and others to implement WIT activities
- Collaborate with LWTAs in other units by meeting in peer groups and sharing writing instruction resources
- Collect and analyze data on WIT (e.g., surveys, student writing samples, TA and instructor focus groups, etc.)
- Document activities (e.g., help draft unit WIT goals, provide monthly updates, write a final a report about WIT activities in the unit, etc.)

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### Qualifications

- Current PhD student with 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 administrators, course instructors, and TAs
- Strong administrative skills, including ability to schedule meetings and training sessions, plan and document work
- Strong time management skills with ability to meet multiple deadlines
- Strong facilitation and presentation skills and/or experience leading/facilitating workshops

- Evidence of superior writing skills in their discipline (writing sample must be individually authored)
  - Flexible schedule, willing and able to accommodate short notice requests for meetings with WIT staff, course instructors, and TAs
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## **Details**

Campus: St. George

Salary: \$47.17

Dates of Appointment: July 1, 2022 – April 30, 2023

NOTE: Applicant must be available for approximately 15 hours of training in the week of July 18-23, 2022, and to consult with WIT staff, WIT contacts, and course instructors throughout July and August

Number of Positions: 1

Number of Hours: 125

How to Apply:

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 June 8, 2022, to the attention of Professor Heidi Bohaker at [history.cupe3@utoronto.ca](mailto:history.cupe3@utoronto.ca)

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.