

University of Toronto
DEPARTMENT OF HISTORY
Lead Writing TA for the WIT Program
(July 1, 2024-April 30, 2025)

Posted on April 16, 2024

The Department of History is seeking 1 Lead Writing TA for the WIT Program.

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
- Flexible schedule, willing and able to accommodate short notice requests for meetings with WIT staff, course instructors, and TAs

Relevant Criterion

Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted 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 WIT staff and the 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) **Summer training will be held online from July 23 to 25, 2024**. Subsequent training sessions will be held in person on **August 28, 2024**, and **January 10, 2025**. All training sessions are held from 1:00 to 4:00 pm Eastern.
- 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.
- Design and lead training session(s) with teaching assistants in the History Writing Centre.
- 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 report about WIT activities in the unit, etc.)

Duties of this position shall be performed at the campus on which the position is located.

Hours of work: approx. 125 hours

Rate of Pay: \$51.93 + 4% vacation

Application Process

All qualified applicants are asked to submit your CV and reference to history.cupe3@utoronto.ca by **May 7, 2024**. Applications should be addressed to:

Associate Undergraduate Chair, Department of History

Sidney Smith Hall, Room 2074
University of Toronto
100 St. George Street
Toronto, Ontario M5S 3G3

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.

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.

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.

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, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

This job is posted in accordance with the CUPE 3902 Unit 1 Collective Agreement.

The position(s) posted above is (are) tentative, pending final course determinations and enrolments.

Positions posted here are open to Graduate Students in the School of Graduate Studies, Postdoctoral Fellows and Undergraduate Students in the University of Toronto.

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.