

LEAD WRITING TA (LWTA) POSITION
Women & Gender Studies Institute (WGSi)
Fall and Winter Terms 2018-19

Posted on Friday, April 27, 2018
Applications due Tuesday, May 22, 2018

Position Title	Number of Positions	Size of Appointment	Appointments Dates	Qualifications	Duties
Lead Writing TA (LWTA)	1	NUMBER OF HOURS: 125* at the SGS II rate as of May 1, 2018 (\$44.44 +4% vacation pay) = \$46.22 And as of Jan 1, 2019 (\$45.33+4% vacation pay) = 47.14 *Note: the standard LWTA contract this year will be 125 hours	June 1, 2018* to April 30, 2019 * must be available for approximately 18 hours training June 11th, 13th, and 15th and for consultation with course instructors July and August, 2018	Required: <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 participants 	As part of a Writing Instruction for TAs (WIT) initiative in Arts and Science, the LWTA will work with the WIT/Writing Coordinator and WIT Unit Contact to support instructors and train course TAs in selected courses. The LWTA will perform the following duties: <ul style="list-style-type: none"> • Participate in an intensive training session (with LWTAs from other units) in June and additional training throughout the year (late Aug., early Jan.) • Meet in summer with the WIT/Writing Coordinator, departmental WIT contact, and course instructors to plan course assignments and writing activities for tutorials, 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 assignments) for instructors, TAs, and students • Communicate regularly by email and in person with course instructors, the WIT/Writing Coordinator, departmental WIT Contact and others to implement WIT activities. • Collect and analyze data on WIT (e.g., surveys, student writing samples, TA/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.)

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 **Tuesday, May 22, 2018** to Dina Georgis, WGSi Undergraduate Coordinator, c/o Paul Tsang, WGSi Business Officer or email to: p.tsang@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.