



Women & Gender Studies Institute UNIVERSITY OF TORONTO

Lead Writing TA (LWTA) – CUPE 3902 Unit 1
2019-20 Fall and Winter Terms: June 1, 2019* – April 30, 2020
125 Hours

\$45.33/hour to December 31, 2019; \$46.24/hour as of January 1, 2020

Description of Duties:

As part of a Writing Instruction for TAs (WIT) initiative in Arts and Science, the Lead Writing TA (LWTA) will work with the WIT Director and WIT Unit Contact to support instructors and train course TAs in selected courses and support undergraduate writing development overall. The LWTA will perform the following duties:

- Participate in an intensive 3-day training session (with LWTAs from other units) in June and additional sessions throughout the year (late August, mid-Fall, early January, and an end-of-year WIT Showcase/Symposium and debrief)
- Read book chapters, articles, etc. on writing pedagogy
- Meet in summer with the WIT Director, departmental WIT contact, and course instructors to plan writing assignments 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 critical reading, 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 Director, departmental WIT Contact 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.)

Qualifications:

- Current PhD student with 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 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 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 participants

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.

Applications should be sent to:

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 **Wednesday, May 22, 2019** to Dina Georgis, Undergraduate Coordinator, c/o Paul Tsang, WGSi Business Officer, or email to: wgsi.bo@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.

*** Applicant must be available for about 14 hours training June 10-14, 2019, and for consultation with WIT Director and course instructors most of July and August, 2019**