LEAD WRITING TA (LWTA) POSITION

Classics
Fall and Winter Terms 2019-20

Position Title | Number of Positions | Size of Appointment | Appointments Dates | Qualifications | Duties
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Lead Writing TA (LWTA) | 1 | 125 hours at the SGS II rate as of May 1, 2019 ($45.33 +4% vacation pay) = $47.17 And as of Jan 1, 2020 ($46.24+4% vacation pay) = $48.80 | June 1, 2019* to April 30, 2020 | • 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 participants
As part of a writing instruction initiative in Arts and Science, the Lead Writing TA will work with the WIT Director and WIT Unit Contact to support instructors and train course TAs in selected courses and support undergraduate student writing development overall. The LWTA will perform the following duties:
Participate in an training sessions (with LWTAs from other units) in a three-day intensive 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 and 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.)

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 TAships by May 17, 2019 to: undergrad.classics@utoronto; cc: a.matti@utoronto.ca. The university is strongly committed to diversity within its community and especially welcomes applications form 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.