# Lead Writing TA (LWTA) Position - Fall and Winter Terms 2021-2022

**Classics**

**Position**: Lead Writing TA (LWTA)

**Number of Positions**: 1

**Appointments Dates**: June 1, 2021 to April 30, 2022

**Qualifications**

- Current PhD student with at least two years' experience as a course TA leading tutorials or labs or grading
- Experience leading/facilitating workshops or strong presentation skills
- Excellent oral communication and interpersonal skills, able to collaborate effectively and show tact when working with TAs, instructors, and administrators
- Demonstrated interest in pedagogy/pedagogical development
- Strong administrative skills, including the ability to schedule meetings and training sessions, plan and document work
- Strong time-management skills with the ability to meet multiple deadlines
- Flexible schedule, willing and able to accommodate short notice requests for meetings with WIT participants

**Duties**

As part of a writing instruction initiative in the Faculty of Arts and Science, the Lead Writing TA will work with Writing-Integrated Teaching (WIT) faculty and the WIT Contact in the Classics Department to support instructors and train course TAs in supporting undergraduate student writing development. The LWTA will perform the following duties:

- Participate in training sessions led through the year by WIT faculty with LWTAs from other units (timetable tbc) and in an end-of-year WIT Showcase/Symposium and debrief;
- Meet through the summer and academic year with WIT faculty, departmental WIT Contact, and course instructors to plan writing assignments and activities for tutorials, labs, lectures or online teaching contexts;
- Read assigned book chapters, articles, etc. on writing pedagogy, and use these to inform TA training and faculty consultations;
- Design and lead training sessions, workshops, benchmarking sessions and consultations for course TAs on topics such as providing feedback to students on critical reading, writing, planning tutorial activities related to writing, etc.) through Fall and Winter terms;
- Provide course TAs with feedback on their responses to undergraduate written work;
- Develop and/or adapt resources on writing instruction (such as marking rubrics, assignments, and writing guides) for instructors, TAs and students;
- Communicate regularly 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 to conduct peer observations and share 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, write monthly updates, a final a report about WIT activities in the unit, and organize and archive assignments, rubrics, reading and writing activities, etc.).

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**Classics**

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**Number of Positions**: 1

**Size of Appointment**: 90 hours at the SGS II rate as of May 1, 2021 ($46.70 + 4% vacation pay) = $48.56

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This position 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 May 31, 2021 to: undergrad.classics@utoronto; cc: a.matti@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.