The English Language Development Centre, located within the Centre for Teaching and Learning (CTL) at the University of Toronto Scarborough, invites applications for up to three (3) Communication Café instructors from September 1, 2017 to April 30, 2018.

The Communication Café instructor(s) will be responsible for conducting the various English Language Development (ELD) Cafés in a highly-interactive style that meets the pedagogical goals of the program. In addition, he/she will assist in preparing print and electronic pedagogical resource materials with regards to expanding the Communication Café, Discussion Skills Café and English Express to serve more students effectively. He/She will contribute to the design, development and production of additional university-level, media-rich pedagogic games to be used in the Café. He/She will also be responsible for conducting existing Café modules, developing new Café modules that will engage Café students in further refinement of their academic communication and critical thinking skills. He/she will also engage in on-going evaluation and changes to modules to further enhance the quality and impact of other Cafés. In addition, he/she will assist Heather-Lynne Meacock in various aspects of volunteer peer Facilitator Training Certificate program and other ELDC Peer Partner programming, including the preparation and production of new modules and online resources and supervision of facilitators. Other areas of responsibility may include production of material for webpage content, use of social media for outreach, promotion and development of extended and online learning opportunities, promotion of cafés, and administrative aspects of scheduling, tracking participation rates, reflection on quality of participation to provide evidence of effectiveness, training and supervision of student facilitators at different levels for the Café and helping to oversee ELD team members who are responsible for developing and producing games.

The Communication Café addresses students’ English Language and academic communication needs at university through a non-traditional approach using games and other motivation-inspiring tasks. The Café focuses on developing students’ oral communication and leadership skills for academic purposes. The main target audience of the Café are ESL students, Gen 1.5 students and students who are not confident about communicating effectively in an academic environment.

Sessions can range from 8-25 participants. A high degree of flexibility and adaptability is required from instructors to provide an optimal learning environment for Cafes of all sizes, and for participants at varying levels of comfort using English.

**Qualifications**

**Required:**
- At least a completed Master’s degree in a related field
Appropriate training or experience, with demonstrated success in helping ESL students with university-level expectations for communication skills in an academic context

- Experience teaching at the university level
- Experience developing and delivering courses and/or workshops using a student-centered, activity-oriented approach
- Experience facilitating small and large group discussions
- High level of creativity in teaching and material development is essential
- Strong leadership that enables effective management of peer groups
- Good organizational and administrative skills
- Experience working with first-year students, providing feedback to university ESL students on their academic communication skills
- Experience working with students from diverse cultural and linguistic backgrounds
- Experience developing original pedagogical materials which have been assessed to be effective
- Experience supervising students on ELD-type projects to support peer learning
- Demonstrated proficiency and experience using various media and digital learning tools

Preferred:
- Proven success in developing innovative games that serve pedagogical purposes in higher education
- Proven success in using various social media platforms for outreach, promotion and pedagogical purposes
- Proven ability to supervise student team in the use of social media for outreach and promotion.
- Experience and success in the development of online learning modules

The University of Toronto Scarborough English Language Development Centre favours applicants with a long-term commitment to English Language Development teaching.

Number of hours: It is anticipated that there will be up to three (3) positions (ranging from 40 to 250 hours) that will collectively add up to a maximum of 297 hours, depending on the needs of the ELD program, between September, 2017 and April 30, 2018.

Rate of Pay:  Effective January 1, 2017:

- Writing Instructor I: $44.38 per hour plus 4% vacation pay
- Writing Instructor II: $47.72 per hour plus 4% vacation pay

Please note that should rates stipulated in the collective agreement vary from rates stated in this posting, the rates stated in the collective agreement shall prevail.
To apply, please email a cover letter, a Unit 3 application form (available online at http://www.hrandequity.utoronto.ca/forms.htm), a statement of teaching interest, a curriculum vitae, the names of three referees (with contact information), and a sample of instructional materials developed by applicant (maximum 6 pages). Please attach these requirements as one PDF document.

**ELD Communication Cafe Instructor Position (Fall/Winter 2017-2018)**
Email: asetohung@utsc.utoronto.ca
C/o Amelia Seto-Hung
Centre for Teaching and Learning
University of Toronto Scarborough
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Tel: 416-208-5173

Note: Graduate students at the University of Toronto are members of CUPE 3902 Unit 1 and are not eligible to enter the pool for Unit 3 positions.

This position is posted in accordance with the CUPE 3902 Unit 3 Collective Agreement.