The English Language Development Centre (ELDC), located within the Centre for Teaching and Learning Services (CTL) at the University of Toronto at Scarborough invites applications for up to five (5) Writing Instructor positions for Fall/Winter 2017-18 (September 2017 to April 2018).

The chief duty of the RWE Writing Instructor is to support English Language Learners (ELLs) and other students specifically requesting English Language Development support in developing their critical thinking and writing skills over a sustained period. The instructor will need to be at ELDC every week on his/her RWE designated days and hours (7 hours/day) in order to meet with the students assigned to them, and to keep up with RWE’s policy for the ratio of instructor to student writing (with respect to frequency, volume and quality of online writing exchanges) as well as face-to-face RWE meetings to assess, discuss and foster students’ progress in academic reading and writing. Instructors are responsible for nurturing students’ academic writing ability by responding to student writing in ways that stimulate further critical thinking and provide a model of meaningful engagement in the discussion of a topic that is accessible to individual students depending on their respective levels of writing ability. Instructors will need to guide students in the development of academic vocabulary and academic writing style using ELDC tools specially designed for the RWE program. The goal of the RWE writing instructor is to engage each student to continuously invest in his/her summarizing, critical reading/thinking and writing skills development throughout the length of the RWE program each semester. Where students come from courses that are in collaboration with ELDC, the RWE Writing Instructor needs to support students’ writing development in the context of their courses. As members of the ELD team, all instructors will be participating in an ongoing effort to optimize effectiveness of the support and enhance students’ learning experience, including supporting students with high anxiety about academic writing through ELDC adaptations of the RWE program. RWE Writing Instructors may also be required to develop pedagogical materials, as well as develop and teach workshops related to English Language Development. Where necessary, the RWE Writing Instructor will be provided with training and assigned to conduct a limited number of ELD Consultations or Drop-in sessions in order to better support English Language Learners in optimizing their English language development for academic and Coop needs. During the last week of the writing support, the Writing Instructor needs to submit a brief summary report (based on a template provided) on the progress of each student he/she was assigned to support for the semester.

Qualifications:

- At least a completed Master’s degree in a relevant field.
- Proven track record for supporting the development of critical thinking and academic communication skills of university students for whom English is an additional language.
- Relevant experience teaching writing one-on-one and/or teaching in university courses with a significant writing instruction component; having both kinds of experience would be a strong advantage.
- Experience supporting students’ academic writing skills.
- Training in education or applied linguistics would be a great asset.
- Experience working with and training a diverse group of students in second-language instruction at the university level would be an asset.
- Experience supporting student learning through an online environment would be an asset.

The University of Toronto Scarborough English Language Development Centre favours applicants with a long-term commitment to English Language Development Centre teaching.
**Number of hours:** It is anticipated that there will be up to 5 positions created that collectively will add up to a maximum of 662 hours, depending on the needs of the ELD program and funding availability between September 1, 2017 to 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](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 short writing sample (maximum four pages). Please attach these requirements as one PDF document.

**RWE Writing Instructor Position (Fall/Winter 2017-18)**

C/o Amelia Seto-Hung, Centre for Teaching and Learning, University of Toronto Scarborough

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*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.*