**CTLA01H3 – Foundations in Effective Academic Communication**

**Job Details:**

Position: Teaching Assistant (CUPE 3902 Unit 1)

University of Toronto, Scarborough Centre for Teaching and Learning

Posting Date: June 28, 2017

Application Deadline: July 20, 2017

*Each position, as well as the final number of hours for each position, will be dependent on the final enrolment numbers and available financial resources.*

**Enrollment:** 40 (estimated)

**Positions:** up to 2

**Size of Appointment (hours):** 50-70 hours for each appointment

**Session:** 2017 Fall

**Qualifications:**

Course overview: This highly interactive course for English Language Learners is designed to fast-track the development of critical thinking, reading, writing and oral communication skills. Through the emphasis on academic writing and rapid expansion of vocabulary, students will gain practical experience with university-level academic texts and assignment expectations. In this learner-centered course designed to help students struggling with academic English accelerate the development of critical thinking, reading, writing and oral communication skills in academic contexts, there is a strong emphasis on building a learning community that is warm, mutually beneficial and has multidirectional communication that promotes active and voluntary learning. Practicum sessions are motivating, stimulating and provide the model as well as the environment for active, confidence-building participation that develops students’ competence in academic communication. The special focus on rapid expansion of core vocabulary and academic writing provides the foundation and practical experience for students to cope effectively with university-level academic texts and assignment expectations. Students will engage actively in collaborative learning through practicum sessions, assigned group work outside class as well as through online learning. For a full course description see:

[https://utsc.calendar.utoronto.ca/course/ctla01h3](https://utsc.calendar.utoronto.ca/course/ctla01h3)
TA Qualifications: At least completed a Master’s degree in a relevant field, with minimum 3 years’ experience teaching at the university.

- Evidence of ability to support the development of critical thinking and academic communication skills (especially academic writing) of multilingual university students who have significant English for Academic Purposes needs.
- 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.
- Demonstrated ability and high level of comfort discussing and teaching grammar to students in university courses.
- Experience supporting student learning through an online environment would be essential. Excellent communication and motivational skills, and demonstrated ability to be perceived as highly approachable by students.
- Demonstrated ability to create a lively, highly motivating learning environment and sustain students’ interest in learning (as reflected through student attendance throughout the semester.
- Training in education or applied linguistics would be a great asset.
- Experience working with a diverse group of students and training in second-language instruction at the university level is an asset.
- Demonstrated evidence of active involvement in research in the field of second language writing would be an asset.

Duties: Responsible for the practicum sections in a way that establishes a robust highly-interactive learning community both online and in the physical class environment.

- Lead one tutorial per week, scheduled on Wednesdays, 12:00 - 1:00pm.
- Mark projects, assignments and tests. Facilitate the discussion board in a way that stimulates an active and genuine exchange of ideas and deepening of critical thinking skills.
- Responsible for conducting assessments in accordance with criteria specified.
- Provide supportive written feedback and guidance that helps every individual student in the practicum section to improve in vocabulary, critical thinking and academic writing.
- Invigilate midterm and final exams.

Application Requirements: Please include a cover letter, curriculum vitae (including previous teaching evaluations (if applicable)), a short writing sample (maximum 4 pages) and the names and contact information for three references, and attach as one PDF document.
Notes:

The following rates of pay apply for Undergraduate (UG)/SGS I/SGS II:

Effective May 1, 2017: $43.65 per hour

Please note that should rates stipulated in the collective agreement vary from rates stated in this posting, the rates in the collective agreement shall prevail.

Department Standards and Policies are available in the Department office and in the CUPE, Local 3902 Unit 1 office. This job is posted in accordance with the CUPE 3902 Unit 1 Collective Agreement. It is understood that some announcements of vacancies are tentative, pending final course determinations, enrollments and available resources. Late applications will not be accepted.

The Centre for Teaching and Learning reserves the right to make partial appointments.

Apply online:

http://www.utsc.utoronto.ca/webapps/taship/

Please review application requirements for each posting under the "Duties" section.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from visible minority members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups, and others who may contribute to the further diversification of ideas.

For further inquiries, please contact Amelia Seto-Hung, Course and Program Assistant, Centre for Teaching and Learning. Email: asetohung@utsc.utoronto.ca