CUPE 3902 Unit 3 Job Posting
University of Toronto Scarborough Writing Centre
Centre for Teaching and Learning
Writing Instructor for Fall/Winter (November 2017 and March 2018)

Date of Posting: July 5, 2017 Application deadline: July 26, 2016

The Writing Centre, located within the Centre for Teaching and Learning (CTL) at the University of Toronto Scarborough, invites applications for up to two (2) Writing Instructor positions for Fall/Winter terms in the months of November 2017 and March 2018.

The chief duty of instructors in the Writing Centre is to tutor students individually on university writing in all disciplines, especially on response to the assigned topic, use of sources, organization, argumentation, style, and language use. Writing instructors may also be asked to develop pedagogical materials, collaborate with discipline-based instructors to develop and teach tailored workshops on aspects of academic writing, and support other Writing Centre programming.

Qualifications:
- A completed Master’s or PhD degree
- 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 teaching writing one-on-one across the full range of disciplines taught at the University of Toronto Scarborough (including Humanities, Social Sciences, Management, Computer and Mathematical Sciences, Life Sciences, and Physical and Environmental Sciences).
- Experience working with a diverse group of students and training in second-language instruction at the university level is an asset.

The University of Toronto Scarborough Writing Centre favours applicants with a long-term commitment to writing centre teaching.

Number of hours: 100-125
Each position will comprise 100-125 hours of writing instruction in the months of November 2017 and March 2018. Normally this would involve two full days a week for four weeks. Some instruction may be online.

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), curriculum vitae, the names and contact information of three references, a sample of instructional materials developed, and a short writing sample (maximum four pages). Please attach these requirements as one PDF document.

TWC – Writing Instructor Position (Fall/Winter in November 2017 and March 2018)
C/o Amelia Seto-Hung
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Note: All applicants will be considered for both the larger and smaller contracts, unless you clearly state on your cover letter that you only wish to apply to one position in TWC.

This position is posted in accordance with the CUPE 3902 Unit 3 Collective Agreement. Final availability of the position(s) is contingent upon enrolment, budgetary consideration and the determination of appointments as governed by the collective agreement.

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.