Current Non-Appointed Opportunities

Opportunities on this site are for Non-Appointed positions at the University of Toronto. Typically this means non-permanent roles.

Job Description

Sessional Instructional Assistant- CTLB03H3 Fall 2019 - 1903386

Job Field CUPE 3902 Unit 3

Faculty / Division: University of Toronto Scarborough

Department UTSC: Centre for Teaching and Learning

Campus Scarborough

Job Posting Aug 2, 2019

Job Closing: August 26, 2019, 11:59p, EST

Description

Course Number and title: CTLB03H3 Introduction to Service Learning

Session: Fall 2019

Sessional dates of appointment: September 3 - December 21, 2019

Enrollment: 25 (estimated)

Positions: One (1)

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

Size of Appointment (hours): 35-70 hours

Salary: $46.00 per hour

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.

Course Overview:

For a full course description see:

https://utsc.calendar.utoronto.ca/course/ctlb03h3

Qualifications:
A Masters degree in Education, English or other writing-intensive field. Experience with assessing reflective writing and providing constructive feedback. Experience with leading and guiding students and/or peers. Preferred, though not required: knowledge of UTSC’s Service Learning and Outreach program and with the specific pedagogical approach of service learning.

Description of duties:

The individual will work closely with the CTLB03H3 instructor to assist in the delivery of the Service Learning course, CTLB03H3 Introduction to Service Learning by:

- monitoring and assessing small reflective writing assignments by service learning students and offering feedback
- providing guidance, advice and support as needed to students dealing with challenges in their course projects and service learning experiences
- providing students with general advice on academic skills based on own experience
- monitoring the submission of student assignments on Quercus and entering marks
- assessing and providing feedback on other class assignments as decided by the instructor
- giving a 1-hour class lesson on reflection and reflective writing (lectures scheduled on Thursdays, 11:00am-1:00pm)
- Additional duties as required.

Application instructions:

Applicants should apply on the On-Line Teaching Application site: https://www.utsc.utoronto.ca/webapps/slship/job.php?d=233&u=3

Applications should include a curriculum vitae or resume, writing samples of your feedback on a student’s reflective writing assignment (maximum 6 pages), a CUPE 3902 Unit 3 Employment Application Form (available online at http://forms.hrandedu.utoronto.ca/#employment) and the names and contact information for three references. Please attach all application materials as one PDF document if possible.

Notes:

Effective September 1, 2019, the following rates of pay apply:
Sessional Instructional Assistant: $46.00 per hour

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

It is understood that some announcements of vacancies are tentative, pending final course determinations and enrolment. Should rates stipulated in the collective agreement vary from rates stated in this posting, the rates stated in the collective agreement shall prevail.

Please note: Undergraduate or graduate students and postdoctoral fellows of the University of Toronto are covered by the CUPE 3902 Unit 1 collective agreement rather than the Unit 3 collective agreement, and should not apply for positions posted under the Unit 3 collective agreement.

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