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-CTLA02 Exploring Inter-Cultural Perspectives in Academic Contexts -Emergency Posting - 1901501

Job Field: CUPE 3902 Unit 3
Faculty / Division: University of Toronto Scarborough
Department: UTSC: Centre for Teaching and Learning
Campus: Scarborough
Job Posting: Apr 23, 2019
Job Closing: MAY 03, 2019, 11:59pm EST

Description

Summer 2019

Enrollment: 240 (estimated)
Positions: up to 3
Size of Appointment (hours): 90 hours per practicum
Sessional dates of appointment: June 1-August 15, 2019
Lectures: June 6 - August 1, 2019
Weekly Practicum: All practicum sections are for 2 - hours and scheduled for Mondays from June 10 - July 29.
Salary: $45.10 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.*

Description:
The Centre for Teaching and Learning at the University of Toronto Scarborough, invites applications for up to three (3) Sessional Instructional Assistant positions, each responsible for up to three (3) separate practicum sections for the course. CTLA02H3 is designed for first year, incoming, international students, for whom English is an additional language. The course has a strong focus on the complex and dynamic relationship between language, culture, and context, and the implications for academic/university engagement. In this course students will share their local knowledge and understanding of learning and academic contexts as they work collaboratively to explore various aspects of language, culture and Canadian academic/university life. CTLA02H3 has a two-hour weekly lecture and a two-hour weekly practicum. Practicum sections provide complementary skills development with a practical focus on Academic English language use in higher education and the development of critical and reflective thinking and writing skills. Throughout the course students will be provided with the opportunity to engage in critical discussions and knowledge generation through multiple channels. With a focus on active learning, students will develop their capacity for active participation in class, while exploring their own role in contributing to intercultural knowledge(s). The course has multiple assignments, with larger assignments scaffolded to allow for formative feedback and support. This learner-centered course has a strong emphasis on building a learning community that is mutually supportive. Practicum sessions are expected to support active
learning, offer opportunities for skills development in complement with course content knowledge, foster an inclusive learning environment, and encourage participation and engagement.

For a full course description see: https://utsc.calendar.utoronto.ca/course/ctla02h3

Note: in the summer session there is no enrolment limit.

Qualifications:

At least a completed Master’s degree in a relevant field; a minimum of 3 years of experience teaching at a university; demonstrated experience and success understanding and supporting international student experience and success; demonstrated, relevant experience teaching academic writing, introductory courses, transitional courses or workshops; demonstrated experience teaching/supporting the development of critical thinking and academic communication skills for first-year students who have significant English for Academic Purposes needs; excellent practicum planning, pedagogical and facilitation skills; demonstrated superior ability to produce quality pedagogical materials and related practicum activities; excellent communication and motivational skills, and demonstrated ability to be perceived as highly approachable by students; a high level of organizational and time management skills in order to manage multiple, weekly practicum sections and provide timely, formative feedback on a high volume of assignments; demonstrated superior skills in providing quality formative feedback on writing and research assignments in a timely manner; a high degree of comfort using educational technologies that support student collaboration and learning, and demonstrated ability and experience using Course Management Systems effectively. Relevant experience teaching writing one-on-one and/or teaching in university courses with significant writing instruction component would be considered an asset. International teaching experience would be considered an asset.

Description of duties:

Responsible for up to 3 separate practicum sections, of approximately 20 students per practicum, in a way that establishes an engaged, highly-interactive and inclusive learning community both online and in the physical class environment; prepare and lead one (1), two-hour tutorial per week, per section, with all practicum sections scheduled on Mondays; develop and prepare weekly tutorial activities and quality pedagogical materials as required, mark projects, assignments, tests, midterms and exams as needed; participate in benchmarking sessions as required; assist students with project development, including supporting students in using online applications as needed; conduct assessments in accordance with criteria specified; provide supportive, formative written feedback and guidance in both face to face and online environments that fosters students critical and reflective thinking skills, cultural and linguistic awareness, and academic communication skills development; conduct office hours as requested, and invigilate midterm and final exam as needed.

Application instructions:

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

Applicants should include a cover letter, curriculum vitae (including previous teaching evaluations if applicable), a completed CUPE Local 3902 Unit 3 Employment Application Form, one sample of teaching materials used for an in-class activity related to the development of academic writing or critical thinking, a short writing sample (3 pages maximum), and contact information of three references. All application materials should be submitted as one pdf document if possible.

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.