CUPE 3902 Unit 3 Job Posting

Posted on: October 26, 2017
Application Due: November 17, 2017

Centre for Teaching & Learning
University of Toronto Scarborough
2018 Winter Term (January 5 – April 30)
Sessional Instructional Assistant Position
CTLA01H3
Foundations in Effective Academic Communication

The Centre for Teaching and Learning at the University of Toronto Scarborough, invites applications for one (1) Sessional Instructional Assistant position, who would be responsible for one practicum section.

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

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.

Enrollment: 20 (estimated)

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

Positions: 1

Weekly Practicum: Scheduled on Wednesdays, 12:00-1:00pm

Rate of Pay: SIA - $43.43/hr

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.

Application Process

Applicants should submit a cover letter, curriculum vitae (including previous teaching evaluations (if applicable)), a short writing sample (maximum 4 pages), the names and contact information for three references, a CUPE 3902, Unit 3 application form (available online at: http://forms.hrandequity.utoronto.ca/ and attach as one PDF document.

Applications should be sent by email to:

Winter 2018 Sessional Instructional Assistant Position - CTLA01H3
C/O Amelia Seto-Hung
Centre for Teaching and Learning
University of Toronto Scarborough
1265 Military Trail
Toronto ON M1C 1A4
Tel: 416-208-5173
asetohung@utsc.utoronto.ca

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.

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.

In accordance with the Employment Equity Policy, the University of Toronto encourages applications from qualified women and men, members of visible minorities, aboriginal peoples, and persons with disabilities.