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

Writing Instructor - ELDC RWE (Winter 2019) - 1805075

Job Field: CUPE 3902 Unit 3
Faculty / Division: University of Toronto Scarborough
Department: UTSC: Centre for Teaching and Learning
Campus: Scarborough
Job Posting: Nov 19, 2018
Job Closing: DEC 10, 2018, 11:59pm EST

Description

Nature of the assignment: Writing Instructor - ELDC RWE (Winter 2019)

Assignment description:
The English Language Development Centre, located within the Centre for Teaching and Learning (CTL) at the University of Toronto Scarborough, invites applications for up to two (2) RWE writing instructors from January 11 to April 30, 2019.

The Reading and Writing Excellence (RWE) program addresses students’ Academic writing needs through a blended model of online support as well as face-to-face meetings. Since the RWE program has successfully addressed many intertwined language- and culture-related needs of students transitioning to university-level writing, the students prioritized for the RWE program are English Language Learners, Gen 1.5 students as well as students not familiar with Academic Writing. Many students who seek higher levels of academic writing skills also apply to participate in this program. Participation in the RWE program is voluntary, and students find great value in the personalized support they receive from the RWE writing instructor that enable them to accelerate their development of critical thinking and academic writing competence as well as confidence.

Estimate of the number of positions available: up to two (2)

Number of hours: 85 hours total.

Dates of appointment: January 11 - April 30, 2019

Salary: Effective September 1, 2018:
Writing Instructor 1: $46.08 per hour plus 4% vacation pay
Writing Instructor 2: $49.55 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.
Qualifications:

- At least a completed Master’s degree in a relevant field.
- Proven track record for supporting the development of critical thinking and academic communication skills of university students for whom English is an additional language
- 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.
- Proven ability to expertly provide insightful and pedagogically sound feedback to student writing that encourages critical thinking development within 15-minute time-frames
- Experience supporting students’ academic writing skills
- Training in education or applied linguistics would be a great asset.
- Training and experience teaching students writing in the basic science disciplines at university would be an asset.
- Familiarity with the use of Quercus as the platform for supporting students in the RWE program would be preferred.
- Experience working with and training a diverse group of students in second-language instruction at the university level would be an asset.
- Experience supporting student learning through an online environment would be an asset.

The University of Toronto Scarborough English Language Development Centre favours applicants with a long-term commitment to English Language Development teaching.

Description of duties:

The chief duty of the RWE Writing Instructor is to support English Language Learners (ELLs) and other students specifically requesting English Language Development support in developing their critical thinking and writing skills over a sustained period. The instructor will need to be at ELDC every week on his/her RWE designated days and hours (7 hours/day) in order to meet with the students assigned to them, and to keep up with RWE’s policy for the ratio of instructor to student writing (with respect to frequency, volume and quality of online writing exchanges) as well as face-to-face RWE meetings to assess, discuss and foster students’ progress in academic reading and writing. Instructors are responsible for inspiring their students to keep up with the daily reading and writing routine of the program and nurturing students’ academic writing ability by responding to student writing in ways that stimulate further critical thinking and provide a model of meaningful engagement in the discussion of a topic that is accessible to individual students depending on their respective levels of writing ability. Instructors will need to guide students in the development of academic vocabulary and academic writing style using ELDC tools specially designed for the RWE program.

The goal of the RWE writing instructor is to engage each student to continuously invest in his/her summarizing, critical reading/thinking and writing skills development throughout the length of the RWE program each semester. Where students come from courses that are in collaboration with ELDC, the RWE Writing Instructor needs to support students’ writing development in the context of their courses. As members of the ELD team, all instructors will be participating in an ongoing effort to optimize effectiveness of the support and enhance students’ learning experience, including supporting students with high anxiety about academic writing through ELDC adaptations of the RWE program. RWE Writing Instructors may also be required to develop pedagogical materials, as well as develop and teach workshops related to English Language Development or conduct personalized reading support sessions for small groups of 2-4 students. Where necessary, the RWE Writing Instructor will be provided with training and assigned to conduct a limited number of ELD Consultations or Drop-in sessions in order to better support English Language Learners in optimizing their English language development for academic and Coop needs. During the last week of the writing support, the Writing Instructor needs to submit a brief summary report (based on a template provided) on the progress of each student he/she was assigned to support for the semester.

Application instructions:

To apply, please email a cover letter, a Unit 3 application form (available online at http://forms.hrandedequity.utoronto.ca/#employment), a statement of teaching interest, a curriculum vitae, the names of three referees (with contact information), and a short writing sample (maximum 4 pages). Please attach these requirements as one PDF document.

ELD RWE Instructor Position (Winter 2019)
Email: asetohung@utsc.utoronto.ca
C/o Amelia Seto-Hung
Centre for Teaching and Learning
University of Toronto Scarborough
This job is posted in accordance with the CUPE 3902 Unit 3 Collective Agreement.

Preference in hiring is given to qualified individuals advanced to the rank of Writing Instructor II in accordance with Article 16:11 of the CUPE 3902 Unit 3 collective agreement.

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.