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 - WELL Program (November 2018-March 2019) - 1805038

Job Field: CUPE 3902 Unit 3

Faculty / Division: University of Toronto Scarborough

Department: UTSC: Centre for Teaching and Learning

Campus: Scarborough

Job Posting: Nov 15, 2018

Job Closing: NOV 21, 2018, 11:59pm EST

Nature of the assignment: Writing Instructor – Work and Experience for Learning and Life (WELL) Program

Assignment description: The Centre for Teaching and Learning (CTL) at the University of Toronto Scarborough invites applications for up to two (2) Writing Instructor positions for the end of Fall 2018 and Winter 2019 terms. CTL has developed WELL, an experiential learning training program for students working and volunteering in its multiple centres. The core of WELL is an in-person training session, and we are now looking to supplement it with new print and online materials, specifically, three new online modules and a personal learning/professional development workbook. Under the direction of the WELL team and as provided by the team, the writing instructor(s) will review, assess and adapt and/or reformat existing print and other materials, including materials in various formats such as text, video, Powerpoint, pdf, etc. We are looking for candidates who have experience in adapting these types of material for new uses. Experience working with materials in different formats, from diverse disciplines, and addressing the needs of multilingual students would be an asset. Additional work includes meeting regularly with the WELL team, testing in-progress materials with students, and contributing ideas and observations during the adaptation process. The Writing Instructors will also be asked to develop rubrics to be used in assessing student completion of these materials. The projects will be divided and consist of work on the modules and/or the workbook.

Estimate of the number of positions available: Two (2)

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): up to 60 hours each

This position will comprise of 60 hours from end of November to March 2019.

Salary:

Effective September 1, 2018:

Writing Instructor I: $46.08 per hour plus 4% vacation pay

Writing Instructor II: $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:
- A completed Master's or PhD degree
- Demonstrated excellence in one-to-one writing instruction and/or university-level teaching; experience teaching in an online forum or course is an asset
- Experience working with a diverse group of students and training in second-language instruction at the university level
- Familiarity with research literature on writing tutoring or peer learning, particularly with regard to online tutoring and multilingual students
- Availability in late November 2018 to March 2019; hours flexible, but must be available for periodic daytime meetings.

Description of duties:
The writing instructors will work closely with the WELL team. Duties include:

- reviewing, assessing and adapting and/or reformatting existing workshop materials to support the development of three new online modules and a workbook
- consulting with and meeting regularly with the WELL team
- testing in-progress materials with CTL student assistants
- developing rubrics to be used in assessing student completion of the online modules and workbook
- contributing ideas and observations during the development of the materials.

Application instructions:
Please email a cover letter indicating qualifications and interest in the position, a Unit 3 application form (available online at http://forms.hrandequity.utoronto.ca/#employment), a curriculum vitae, and the names of three referees (with contact information). Please attach these requirements as one PDF document.

Fall 2018 – Winter 2019 (November – March) WELL Writing Instructor Position
Email: asetohung@utsc.utoronto.ca
C/o Amelia Seto-Hung
Centre for Teaching and Learning
University of Toronto Scarborough
1265 Military Trail
Toronto ON M1C 1A4

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.