Job Description - Writing Instructor - ELDC Communication Cafe (Fall 2019 and Winter 2020) - 1902803

Job Field: CUPE 3902 Unit 3

Faculty / Division: University of Toronto Scarborough

Department: UTSC: Centre for Teaching and Learning

Campus: Scarborough

Job Posting: Jul 5, 2019

Job Closing: Jul 26, 2019, 11:59pm EST

Description:

Nature of the assignment: Writing Instructor - ELDC Communication Cafe (Fall 2019 and Winter 2020 terms)

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 one (1) Communication Café instructor from September 3, 2019 to April 30, 2020.

The Communication Cafés addresses students’ English Language and academic communication needs at university through a non-traditional approach using games and other motivation-inspiring tasks. The Cafés focuses on developing students’ oral communication and leadership skills for academic purposes. The main target audience of the Cafés are ESL students, Gen 1.5 students and students who are not confident about communicating effectively in an academic environment.

Sessions can range from 8-25 participants. A high degree of flexibility and adaptability is required from the instructor to provide an optimal learning environment for Cafés of all sizes, and for participants at
varying levels of comfort using English.

Estimate of the number of positions available: ONE (1)

Appointment Size: 200 hours

Dates of appointment: September 3, 2019 - April 30, 2020

Salary: Effective September 1, 2019:
Writing Instructor 1: $47.00 per hour plus 4% vacation pay
Writing Instructor 2: $50.54 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.

Minimum qualifications:

- At least a completed Master’s degree in a related field
- Appropriate training or experience, with demonstrated success in helping ESL students with university-level expectations for communication skills in an academic context
- Experience teaching at the university level
- Experience developing and delivering courses and/or workshops using a student-centered, activity-oriented approach
- Experience facilitating small and large group discussions
- High level of creativity in teaching and material development is essential
- Strong leadership that enables effective management of peer groups
- Good organizational and administrative skills
- Experience working with first-year students, providing feedback to university ESL students on their academic communication skills
- Experience working with students from diverse cultural and linguistic backgrounds
- Experience developing original pedagogical materials which have been assessed to be effective
- Experience supervising students on ELD-type projects to support peer learning
- Demonstrated proficiency and experience using various media and digital learning tools

Preferred qualifications:

- Proven success in developing innovative games that serve pedagogical purposes in higher education
- Proven success in using various social media platforms for outreach, promotion and pedagogical purposes
- Proven ability to supervise student team in the use of social media for outreach and promotion.
- Experience and success in the development of online learning modules

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 Communication Café instructor will be responsible for conducting the various English Language Development (ELD) Cafés in a highly-interactive style that meets the pedagogical goals of the program. In addition, the instructor will prepare, print and upload the electronic pedagogical resource materials with regards to expanding the Communication Café and Discussion Skills Café series to serve more students effectively. The instructor will lead the design, development and production of additional university-level, rich pedagogic games to be used in the Café. The instructor will also be responsible for conducting existing Café modules, developing new Café modules that will engage Café students in further refinement of their academic communication and critical thinking skills. The instructor will also engage in on-going evaluation and changes to modules to further enhance the quality and impact of other Cafés. In addition, the instructor will be responsible for the various aspects of the Silver and Gold level volunteer peer Facilitator Training Certificate (FTC) program and other ELDC Peer Partner recruitment, training and programming, including the preparation and production of new modules and online resources and supervision of facilitators. Other areas of responsibility may include monitoring and responding to
enquiries on the official ELD email account, production of material for webpage content, use of social media for outreach, promotion and development of extended and online learning opportunities, promotion of cafés, and administrative aspects of scheduling, tracking participation rates, reflection on quality of participation to provide evidence of effectiveness, training and supervision of student facilitators at different levels for the Café and helping to oversee ELD team members who are responsible for developing and producing games. The instructor will also engage in campus outreach and collaborations with campus partners to serve the ELDC mission.

Application instructions:

To apply, please email a cover letter, a Unit 3 application form (available online at http://forms.hrandequity.utoronto.ca/#employment), a statement of teaching interest, a curriculum vitae, the names of three referees (with contact information), and a sample of instructional materials developed by applicant (maximum 6 pages). Please attach these requirements as one PDF document.

ELD Communication Cafe Instructor Position (Fall 2019-Winter 2020)
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
Tel: 416-208-5173

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.