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 (Fall 2019 and Winter 2020) - 1902799

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

Nature of the assignment: Writing Instructor - ELDC RWE (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 up to six (6) RWE writing instructors from September 3, 2019 to April 30, 2020.

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 six (6)

Number of hours: It is anticipated that there will be up to six positions created that collectively will add up to a maximum of 910 hours, depending on the needs of the ELD program and funding availability.

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.
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.
- 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, conduct personalized reading support sessions for small groups of 2-4 students or modify a component of the RWE program as requested by the ELDC Coordinator in order to better serve individual student needs. 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.hrandequity.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 (Fall 2019-Winter 2020)
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.