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 - TWC Writing Instructor (November 2019 and March 2020)

Job Field: CUPE 3902 Unit 3

Faculty / Division: University of Toronto Scarborough

Department: 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 - TWC Writing Instructor (November 2019 and March 2020)

Assignment description:
The Writing Centre, located within the Centre for Teaching and Learning (CTL) at the University of Toronto Scarborough, invites applications for up to two (2) Writing Instructor positions from September 3, 2019 to April 30, 2020. Each position will comprise of 60-100 hours of writing instruction, normally two full days a week for at four or five weeks in the months of November 2019 and March 2020. It also includes half-day meetings and professional development sessions in September, December, January and April. Some instruction may be online.

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

Appointment Size: 60-100 hours

Salary: Effective September 1, 2019:

Writing Instructor I: $47.00 per hour plus 4% vacation pay
Writing Instructor II: $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:

- A completed Master’s or PhD degree
- Relevant experience teaching writing one-on-one and/or teaching in university courses with a significant writing instruction component is essential; having both kinds of experience would be a strong advantage.
- Experience teaching writing one-on-one across the full range of disciplines taught at the University of Toronto Scarborough (including Humanities, Social Sciences, Management, Computer and Mathematical Sciences, Life Sciences, and Physical Sciences).
and Environmental Sciences).

- A scholarly approach to one-to-one writing instruction, including familiarity with best practices is essential; an awareness of recent developments and issues in the field would be an asset.
- Experience working with a diverse group of students and training in second-language instruction at the university level is an asset.
- An academic background in Physical Sciences, Life Sciences, or Social Sciences is an asset.
- Experience in teaching writing online, particularly in a synchronous teaching context, is an asset.

The University of Toronto Scarborough Writing Centre favours applicants with a long-term commitment to writing centre teaching.

**Description of duties:**
The chief duty of instructors in the Writing Centre is to tutor students individually on university writing in all disciplines, especially on response to the assigned topic, use of sources, organization, argumentation, style, and language use. Writing instructors may also be asked to develop pedagogical materials, collaborate with discipline-based instructors to develop and teach tailored workshops on aspects of academic writing, and support other Writing Centre programming.

**Application instructions:**
To apply, please email a cover letter, a Unit 3 application form (available online at http://www.hrandequity.utoronto.ca/forms.htm), curriculum vitae, the names and contact information of three references, a sample of instructional materials developed, and a short writing sample (maximum four pages). **Please attach these requirements as one PDF document.**

**CTL Writing Support – Writing Instructor Positions (November 2019 and March 2020)**
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/Fax: 416-287-7507
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**Note:** All applicants will be considered for both the larger and smaller contracts, unless you clearly state on your cover letter that you only wish to apply to one position in TWC.

*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.*