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- Graduate Writing Support (GWS) - September 2019 to June 2020-1902796

Job Field: CUPE 3902 Unit 3

Faculty / Division: University of Toronto Scarborough

Department: UTSC: Centre for Teaching and Learning

Campus: Scarborough

Job Posting: July 5, 2019

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

Description

Nature of the assignment: The Graduate Writing Support program, as part of the Centre for Teaching and Learning (CTL) at the University of Toronto Scarborough, invites applications for one (1) Writing Instructor position from September 3, 2019 to June 30, 2020.

Assignment description: The Graduate Writing Support program offers online and face-to-face consultations that can address any type of graduate student writing, from course papers and application materials to research proposals, thesis chapters and papers for publication.

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

Number of hours: 250 hours

Sessional dates of appointment: September 3, 2019 to June 30, 2020

Salary:
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.

Preferred qualifications:
• A completed PhD degree is a requirement for this position.
• Relevant experience teaching writing one-to-one and in workshops is required.
• Experience with teaching graduate students and offering workshops for graduate students is a strong asset.
• An academic background in Physical Sciences, Life Sciences, or Social Sciences—or relevant experience working extensively with upper-level undergraduate or graduate student writing in these fields is required.
The chief duties of the Graduate Writing Support Instructor are to provide individual consultations and to facilitate weekly, all-day group writing events that offer a congenial, distraction-free space for writing, the social support of other graduate students, and the opportunity for one-to-one consultations for expert writing advice. Other responsibilities of the Graduate Writing Support Instructor include developing and facilitating (or co-presenting) workshops for graduate students on specific aspects of writing. The Instructor in this position works independently but in communication with the Coordinator of The Writing Centre and with partners providing graduate programming.

Application instructions:

To apply, please email a cover letter, a CUPE 3902, 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 scholarly writing sample (maximum four pages). Please attach these requirements as one PDF document.

Writing Instructor- Graduate Writing Support (GWS) - September 2019 to June 30, 2020
C/o Amelia Seto-Hung
Centre for Teaching and Learning
University of Toronto Scarborough
1265 Military Trail
Toronto ON M1C 1A4
asetohung@utsc.utoronto.ca

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.