

## LEAD WRITING TA (LWTA) POSITION

Department of Cell and Systems Biology  
Fall and Winter Terms 2016-17

Posted on April 18, 2016  
Applications due May 13, 2016

Position Title	Number of Positions	Size of Appointment	Appointments Dates	Qualifications	Duties
<b>Lead Writing TA (LWTA)</b>	<b>1</b>	<b>140 hours at the SGS II hourly rate (\$42.90)</b>	<b>June 1, 2016* to April 30, 2017</b> <b>* must be available for approximately 14 hours training June 6-10 and for consultation with course instructors July and August, 2016</b>	<b>Required:</b> <ul style="list-style-type: none"> <li>• Current PhD student</li> <li>• At least two years' experience as a course TA, including tutorial, lab, or in-class instruction as well as grading</li> <li>• Knowledge of effective teaching practices in the discipline</li> <li>• Evidence of superior writing skills in the discipline</li> </ul> <b>Preferred:</b> <ul style="list-style-type: none"> <li>• Experience as a student or a TA in a course with significant writing requirements</li> <li>• TA experience in more than one course in the department</li> <li>• Experience in a leadership or coordinating role among course TAs</li> <li>• Facilitation skills and experience leading workshops</li> <li>• Administrative skills, including time management and planning</li> <li>• Flexible schedule, able to accommodate short notice requests for meetings with WIT participants</li> </ul>	<p>As part of a writing instruction initiative in Arts and Science, the Lead Writing TA will work with the Writing Coordinator and WIT Unit Contact to support instructors and train course TAs in selected courses. The LWTA will perform the following duties:</p> <ul style="list-style-type: none"> <li>• Participate in an intensive training session (with LWTAs from other units) in June and additional training throughout the year (early September early January)</li> <li>• Meet with the WIT Coordinator, designated course instructors and the departmental WIT contact during the summer to discuss course goals, assignment design, and TA training</li> <li>• Conduct training sessions and consultations for course TAs through Fall and Winter terms (especially for responding to and grading assignments, planning laboratory activities related to writing, etc.)</li> <li>• Develop and/or adapt resources on writing instruction (such as marking rubrics and assignments) for instructors, TAs, and students</li> <li>• Communicate regularly throughout Fall and Winter terms with course instructors, the WIT Coordinator, the departmental contact) and others to coordinate activities</li> <li>• Collect data on the program's effectiveness</li> <li>• Document activities and write a report analyzing the program's success and challenges.</li> </ul>

This job is posted in accordance with the CUPE 3902 Unit 1 Collective Agreement. Standards and Policies are available in the Departmental office and the CUPE Local 3902 office. Please submit a letter of interest, a *curriculum vitae*, a writing sample (individually written and no more than four pages), and the names of two referees who have supervised you in course TAships by **May 13, 2016** to Chris Garside or email to: [chris.garside@utoronto.ca](mailto:chris.garside@utoronto.ca).

The university is strongly committed to diversity within its community and especially welcomes applications from minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups, and others who may contribute to the further diversification of ideas.