

BIO230 LEAD WRITING TA (LWTA) POSITION

Cell and Systems Biology

Fall and Winter Terms 2021-2022

Applications Due: May 17, 2021

Duties:

As part of a writing instruction initiative in the Faculty of Arts and Science, the Lead Writing TA will work with Writing-Integrated Teaching (WIT) faculty and the WIT Contact in the home Department/Program to support instructors and train course TAs in supporting undergraduate student writing development. The LWTA will perform the following duties:

- Participate in training sessions led by WIT faculty with LWTAs from other units in an intensive online training in the summer and additional sessions (whether in person or virtual) throughout the year (early September, mid-fall, early January, and an end-of-year WIT Showcase/Symposium and debrief)
- Meet throughout the summer and academic year with WIT faculty, departmental WIT Contact, and course instructors to plan writing assignments and activities for tutorials, labs, lectures or online teaching contexts
- Read assigned book chapters, articles, etc. on writing pedagogy and use these to inform TA training and faculty consultations
- Design and lead training sessions, workshops, benchmarking sessions and consultations for course TAs on topics such as providing feedback to students on critical reading, writing, planning tutorial/lab activities related to writing, etc.) through Fall and Winter terms
- Provide course TAs with feedback on their responses to undergraduate written work
- Develop and/or adapt resources on writing instruction (such as marking rubrics, assignments, and writing guides) for instructors, TAs, and students
- Communicate regularly with course instructors, the WIT Director, departmental WIT Contact and others to implement WIT activities
- Collaborate with LWTAs in other units by meeting in peer groups to conduct peer observations and share writing instruction resources
- Collect and analyze data on WIT (e.g., surveys, student writing samples, TA and instructor focus groups, etc.)
- Document activities (e.g., help draft unit WIT goals, write monthly updates, a final a report about WIT activities in the unit, and organize and archive assignments, rubrics, reading and writing activities, etc.)

Qualifications:

- Current PhD student with experience as a BIO230 course TA
- Experience leading/facilitating workshops or strong presentation skills
- Excellent oral communication and interpersonal skills, able to collaborate effectively and show tact when working with TAs, instructors, and administrators
- Demonstrated interest in pedagogy/pedagogical development
- Strong administrative skills, including the ability to schedule meetings and training sessions, plan and document work

- Strong time management skills with the ability to meet multiple deadlines
 - Flexible schedule: willing and able to accommodate short notice requests for meetings with WIT participants
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Details:

Campus

St. George

Salary

\$46.24/hr (as of January 1, 2020)

Dates of Appointment

June 1 2021 - Jan 31 2022

NOTE: Applicant must be available to actively participate in training in the summer, to consult with WIT faculty and course instructors regularly throughout July and August, and for another training session in early September (either in person or online) 2021 and throughout the academic year.

Number of Positions

1

Number of Hours

100

How to Apply:

Please submit a one-page cover letter indicating how your experience meets the requirements and duties of the position, and a *curriculum vitae*, to Chris Garside at chris.garside@utoronto.ca by May 17, 2021.

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.