**Department of Economics**  
**St. George**  
**Lead Writing TA (LWTA)**  
**Teaching Assistant**  
**1.0**  
**180**  
**06/01/20 - 04/30/21***  
*Must be available for approximately 18 hours training June 8, 9, 10, and for consultation with course instructors July and August 2020*  
**As per timetable [https://www.economics.utoronto.ca/index.php/index/undergraduate/courses](https://www.economics.utoronto.ca/index.php/index/undergraduate/courses) and [https://www.economics.utoronto.ca/index.php/index/graduate/courses](https://www.economics.utoronto.ca/index.php/index/graduate/courses)**  
**Required:**  
- Current PhD student  
- At least two years’ experience as a course TA, whether leading tutorials/labs, in-class instruction, or grading  
- Excellent oral communication and interpersonal skills, particularly the ability to work effectively with and share knowledge when communicating with course instructors and TAs  
- Strong administrative skills, including the ability to schedule meetings, plan and document work  
- Strong time management skills with ability to meet multiple deadlines  
- Strong facilitation and presentation skills and/or experience leading workshops  
- Evidence of superior writing skills in their discipline (writing sample must be individually authored)  
- Flexible schedule, able to accommodate short notice requests for meetings with WIT participants  

Hiring criteria for the University of Toronto Collective Agreement between the Governing Council of the University of Toronto and the Canadian Union of Public Employees Local 3902, Unit 1 can be found in full in Article 16:03 of the Collective Agreement found at [http://agreements.hrandequity.utoronto.ca/#CUPE3902Unit1](http://agreements.hrandequity.utoronto.ca/#CUPE3902Unit1)  

As part of a Writing Instruction for TAs (WIT) initiative in Arts and Science, the LWTA will work with the WIT/Writing Coordinator and WIT Unit Contact to support instructors and train course TAs in selected courses. The LWTA will perform the following duties:  

- Participate in an intensive training session (with LWTAs from other units) in June and additional training throughout the year (late Aug., early Jan.)  
- Meet in summer with the WIT/Writing Coordinator, departmental WIT contact, and course instructors to plan course assignments and writing activities for tutorials, labs, or lectures  
- Design and lead training sessions and consultations for course TAs on topics such as providing feedback to students on writing, planning tutorial/laboratory activities related to writing, etc., through short and focused sessions  
- Develop and adapt resources or writing instruction (such as marking rubrics and assignments for instructors). The role involves regular communication with course instructors, the WIT/Writing Coordinator, departmental WIT contact officer, and others to implement WIT activities.  
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- Contribute to the writing sections of the course syllabus.  

**Salary:**  
$46.24/hr (+4% vacation pay) as of January 1, 2020  
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.  

**Application Procedure:**  
1. See [LWTA TA job posting on the department website](http://www.economics.utoronto.ca/index.php/index/graduate/taOpenings) for further details.  
2. Please email in pdf format an application package including: 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 TAship at the posting date to: gillian.hamilton@utoronto.ca by May 8, 2020.  
3. UG course descriptions can be found at [http://www.artsandscience.utoronto.ca/ofr/calendar/crs_eco.htm](http://www.artsandscience.utoronto.ca/ofr/calendar/crs_eco.htm) and G course descriptions are found at [https://www.economics.utoronto.ca/index.php/index/graduate/courses](https://www.economics.utoronto.ca/index.php/index/graduate/courses).  
4. If during the application and/or selection process you require accommodation due to a disability, please contact the economics graduate administrator at graduate.administrator@economics.utoronto.ca.
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