

DEPARTMENT OF ECONOMICS

ACADEMIC SESSION: Summer, Fall and Winter Session 20175-20181 (June 2017 - April 2018)

ECONOMICS LEAD WRITING TEACHING ASSISTANTSHIP (LWTA) POSITION

Posted on: May 5, 2017
Applications due: May 26, 2017

Department	Campus	Course Number	Title	Course Enrolment (est.)	Position Type	Number of Positions (est.)	Size of Appointment (# of hours)	Dates of Appointment month/day/year e.g., 05/01/2017-06/30/2018	Tutorial/Lab Schedule (if known)	Qualifications	Duties	Posting Date	Closing Date	Emergency Posting?	Salary	Application Procedure
Department of Economics	St. George		Lead Writing TA (LWTA)		Teaching Assistant	2	180	June 1, 2017* to May 31, 2018 * must be available for approximately 14 hours training June 5-9 and for consultation with course instructors July and August, 2017		Required: <ul style="list-style-type: none">• 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 show tact when communicating with course instructors and TAs• Strong administrative skills, including 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	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: <ul style="list-style-type: none">• Participate in an intensive training session (with LWTAs from other units) in June and additional training throughout the year (early September early January)• Meet in summer with the 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/lab activities related to writing, etc.) through Fall and Winter terms• Develop and/or adapt resources on writing instruction (such as marking rubrics and assignments) for instructors, TAs, and students• Communicate regularly by email and in person with course instructors, the WIT Coordinator, departmental WIT Contact and others to implement WIT activities.• 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, provide monthly updates, write a final a report about WIT activities in the unit, etc.)	May 5, 2017	May 26, 2017		\$43.65 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.	1. See LWTA job postings on the department website at https://www.economics.utoronto.ca/index.php/index/graduate/taOpenings . 2. Interested applicants: 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 TA-ships to Professor Gillian Hamilton (with the subject heading "Application for Economics LWTA Position 20175") to gillian.hamilton@utoronto.ca by May 26, 2017 . 3. UG course descriptions can be found at http://www.artsandscience.utoronto.ca/offer/calendar/crs_eco.htm 4. G course descriptions can be found at https://www.economics.utoronto.ca/index.php/index/graduate/courses

NOTES:

1. The Department's Hiring Policy is available in the Department office and at the CUPE, Local 3902 office.

2. The positions posted above are tentative, pending final course determination, enrolments and budgetary constraints and include teaching assistantship positions available at UTM.

3. This job is posted in accordance with the CUPE 3902, Unit 1 Collective Agreement.

4. **Interested applicants: 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 TA-ships to Professor Gillian Hamilton (with the subject heading "Application for Economics LWTA Position 20175") to gillian.hamilton@utoronto.ca by May 26, 2017 .**

5. Current salary rates (as of May 1, 2017) are: SGS I - \$43.65/hr; SGS II - \$43.65/hr (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.

6. Although a graduate student's preference as to the campus location of his/her TA appointment will be taken into account, both the initial TA appointment and the subsequent appointment obligation related to that appointment may be met through position(s) on any one of the three University of Toronto campuses (UTM, UTSC or St. George) in courses in the same discipline as the initial appointment. TAs will only be assigned to courses in fields in which they are or should be qualified to assist.

* 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 at <http://www.hrandequity.utoronto.ca/about-hr-equity/policies-guidelines-agreements.htm#CUPE3902Unit1>

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from visible 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.