The School of Graduate Studies’ Graduate Centre for Academic Communication (GCAC) invites applications for 6-8 Teaching Assistants for the **Summer of 2018 (May-June only)** and for the **Fall and/or Winter terms of 2017-18** to teach the non-credit courses listed below and/or to work as a consultant in our Writing Centre. Applicants must be registered graduate students or post-doctoral fellows at the University of Toronto. The GCAC non-credit courses listed below run for three–six weeks, and applicants will be considered either for individual course modules or for a combination of course modules, based on qualifications, experience, and availability.

The GCAC’s mandate is to help graduate students improve their effectiveness in academic writing and speaking. We seek teachers whose qualifications and experience prepare them to teach graduate students effectively. Preference will be given to applicants who have experience and/or training in teaching advanced speakers of multiple languages. Terms of employment will be in accordance with the current collective agreement between the University and CUPE Unit 1, Local 3902. Below is a list of the non-credit courses for which we are seeking instructors as well as a description of the work of consultants in our Writing Centre:

**Oral Presentation Skills:** Class size – 15-17 students. This five-week course helps graduate students to prepare for class presentations, conference presentations, and thesis defences. **Qualifications/Duties:** Instructors must be highly effective presenters who are able to help students target the needs of specific audiences, design PowerPoint slides effectively, and deliver presentations with increased confidence and clarity. Successful applicants will be required to teach the course, to give feedback on student presentations, and to meet with students in tutorials.

**Academic Writing for Non-native Speakers of English:** Class size – 32 students. The GCAC offers three separate courses on academic writing for non-native speakers of English: Academic Writing 1: Focus on Essentials; Academic Writing 2: Focus on Grammar; and Academic Writing 3: Focus on Style. All applicants should read each course’s description before applying (at [www.sgs.utoronto.ca/english](http://www.sgs.utoronto.ca/english)) and indicate the specific course(s) for which they wish to be considered. **Qualifications/Duties:** We seek instructors for these courses who are TESL Certified and experienced in teaching advanced L2 students. Course instructors teach the course (10 contact hours per course), provide students with written feedback on their work, and meet with students in 1-on-1 appointments.

**Academic Conversation Skills:** Class size – 18 students. This course is designed for international graduate students who find speaking in English more difficult than writing, and engaging in academic dialogue more difficult than presenting a prepared monologue. **Qualifications/Duties:** We seek instructors who are able to help students become aware of the linguistic and paralinguistic features of conversations in an academic context and who can assist students in decoding the cultural assumptions that shape conversational choices. Successful applicants will meet with other instructors of the same course, prepare curriculum suitable for advanced multilingual graduate students, and teach their own sections of the course (12 contact hours).

**Becoming a Better Editor of Your Own Work:** Class size: 32 students. This four-week course is designed to introduce graduate students who are native speakers of English to a range of strategies for improving correctness, clarity, concision, and coherence in their own texts. **Qualifications/Duties:** We seek instructors who are familiar with disciplinary differences in the style of academic writing and who have experience teaching academic writing to advanced students. Course instructors will be expected to prepare curriculum suitable for advanced students, to teach the course (8 contact hours), to provide students with written feedback on their work, and to meet with students in 1-on-1 appointments. Separate sections of the course are offered for students in Humanities and Social Sciences, and for students in Physical and Life Sciences. Applicants should specify the section for which they are applying.
Prewriting Strategies for Developing and Organizing Your Ideas: Class size: 32-40 students. This course introduces students to a range of prewriting strategies for investigating and organizing their ideas at both the pre-writing and mid-writing stages. Designed for students who are working on large research projects (such as a dissertation or large course paper), the course helps students clarify in their own minds the content and structure of their argument before they begin to write. Qualifications/Duties: We seek instructors with a familiarity with Classical Rhetoric, well developed prewriting strategies, and experience teaching advanced writers. Separate sections of the course are offered for students in Humanities and Social Sciences, and for students in Physical and Life Sciences. Applicants should specify the section for which they are applying.

Proposal Writing: We are seeking TAs for our proposal writing courses who will provide written feedback on students’ draft proposals and meet students in 1-on-1 appointments. ELWS offers three separate courses on proposal writing: “Writing SSHRC Proposals,” “Writing NSERC Proposals,” and “Writing CIHR Proposals.” Estimated enrolment for each course: 80 -150. All applicants should indicate the specific course above for which he/she wishes to be considered. Qualifications/Duties: We are seeking graduate students and post-doctoral fellows who have held/currently hold scholarships from SSHRC, NSERC, or CIHR to provide written and oral feedback on graduate students’ draft proposals. Successful applicants will be paid to attend the relevant course in September (if they have not already attended the course), to provide written feedback on draft proposals, and to meet with the authors of those proposals in 1-on-1 appointments. Preference will be given to graduate students and post-doctoral fellows who are grant winners themselves and who have experience teaching writing at the university level, either in a classroom or one-on-one.

If you are interested in teaching any of these courses, please read the course descriptions on our website at [http://www.sgs.utoronto.ca/currentstudents/Pages/GCAC.aspx](http://www.sgs.utoronto.ca/currentstudents/Pages/GCAC.aspx) and specify in your letter which course(s) you are most qualified to teach.

Writing Centre Consultant Positions: The School of Graduate Studies’ Graduate Centre for Academic Communication (GCAC) invites applications for 3-5 writing consultant positions within our Writing Centre. These positions will begin in September 2017 or January 2018 and run for 4 – 8 months. Instructors in GCAC’s Writing Consulting Centre work one-on-one with graduate students from all disciplines counselling students individually on university writing, especially on organization, reasoning, style, and language use. All of GCAC’s students are graduate students, and thus we seek instructors whose qualifications prepare them to teach other graduate students effectively. Preference will be given to applicants with the following qualifications: experience and/or certification in teaching advanced L2 students; familiarity with the styles and genres of academic writing not only in the Humanities but also in the Physical, Social, and Life Sciences; and experience teaching writing at a university, either in a classroom or one-on-one. Previous experience in a writing centre is not essential, although such experience would be an advantage.

Number of Positions: 5-8
Size of Appointment (hours) 30 – 120 hours
Dates of Appointment: May-June 2018, and/or September, 2018- April, 2019 (or shorter for those teaching only one three-six week course)
Salary: SGSII rate of $43.65 per hour

To be considered for a position, please send an application letter outlining your particular suitability for work in GCAC, a curriculum vitae, and the names and contact information of three referees to the address below. Please be sure to indicate in your covering letter the specific course(s) for which you would like to be considered. Applications should be sent by email to Dr. Jane Freeman, Director of GCAC, at jane.freeman@utoronto.ca using the following subject line: CUPE Unit 1, application for TA position

Date of Posting: March 6, 2018
Application deadline: March 27, 2018
Please note: Interviews will be held in late March and early April for summer positions and in mid-June for positions that start in September. These jobs are posted in accordance with CUPE 3902, Unit 1 Collective Agreement. The positions posted above are tentative pending final course determinations and enrolments.