

## EAST ASIAN STUDIES LEAD TA (LTA) POSITION for ELL Initiative

East Asian Studies  
Fall and Winter Terms 2017-2018

Posted on May 4, 2017  
Applications due May 26, 2017

Position Title	Number of Positions	Size of Appointment	Appointments Dates	Qualifications	Duties
Lead TA (LTA)	1	210	<p>June 1, 2017 To May 31, 2017</p> <p><b>* must be available for 14 hours training during early June and for consultation with course instructors during Summer 2017</b></p>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Current PhD student</li> <li>• At least two years' experience in EAS core or society-culture courses as a TA, whether leading tutorials, labs, or in-class instruction; or grading</li> <li>• Excellent oral and interpersonal skills, particularly the ability to work effectively with and show tact when communicating with course instructors and TAs</li> <li>• Strong administrative skills, including scheduling meetings and planning, time management, meeting multiple deadlines, and documenting work</li> <li>• Able to prioritize tasks</li> <li>• Strong facilitation and presentation skills and/or experience leading workshops</li> <li>• Evidence of superior writing skills in their discipline (individually authored writing sample preferred)</li> <li>• Flexible schedule, able to accommodate short notice requests for meetings</li> </ul>	<p>As part of an English Language Learning (ELL) Initiative in Arts and Science, the Lead TA will work with the ELL Coordinator to support Course Instructors and train regular course TAs in selected courses. The LTA will perform the following duties:</p> <ul style="list-style-type: none"> <li>• Participate in an intensive training session with the WIT program (with LWTAs from other units) in June and additional training throughout the year (early September and early or mid-January)</li> <li>• Meet in summer with ELL Coordinator and course instructors to plan course assignments and tutorials/labs</li> <li>• Design and lead training sessions and consultations for course TAs (on topics such as responding to and grading assignments, planning tutorial/lab activities related to scholarly reading, etc.) through Fall and Winter terms</li> <li>• Develop and/or adapt resources on language and writing instruction (such as marking rubrics and assignment guides) for course instructors, TAs, and students</li> <li>• Communicate regularly with course instructors, ELL Coordinator, and others to coordinate activities</li> <li>• Collect data (e.g., surveys, student writing samples, etc.)</li> <li>• Document activities (e.g., unit goals, monthly updates, write a final a report about the initiative's impact in the unit, etc.)</li> </ul>

This job is posted in accordance with the CUPE 3902 Unit 1 Collective Agreement. The Departmental Hiring Policy is available in the Department office and in the CUPE Local 3902 office. The position(s) posted above is (are) tentative, pending final course determinations and enrolments.

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.

Note: 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 (or CI 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.