

## LEAD TA (LTA) POSITION for ELL Initiative

**Philosophy Department  
Fall and Winter Terms 2022-23**

**Posted on April 26, 2022  
Applications due May 17, 2022**

Position Title	Number of Positions	Size of Appointment	Appointments Dates	Qualifications	Duties
<b>Lead TA (LTA)</b>	<b>1</b>	<b>100 hrs total – at the SGS II rate as of Jan 2022 (\$47.17) +4% Vacation Pay</b>	<b>June 1, 2022 to May 31, 2023*</b> <b>"The successful candidate will be expected to be available for summer training sessions (date TBD but July or August). Which sessions should be attended will be decided closer to the dates and based on the candidate's prior experience. The ELL TA must also be available for consultation with course instructors during Summer 2022</b>	<b>Required:</b> <ul style="list-style-type: none"> <li>• Current PhD student</li> <li>• At least two years' experience as a course 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>	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: <ul style="list-style-type: none"> <li>• Participate in an intensive training session with the WIT program (with LWTAs from other units) in summer 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 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. Standards and Policies are available in the Departmental office and the CUPE Local 3902 office.

Interested applicants: Please submit a letter of interest, a CV, a writing sample in the relevant discipline (Individually authored), and the names of two referees who have supervised you in course TAs by **May 17, 2022** to Jordan Thomson by email to: [ta.phil@utoronto.ca](mailto:ta.phil@utoronto.ca)

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. If during the application and/or selection process you require accommodation due to a disability, please contact Belinda Piercy or email [ta.phil@utoronto.ca](mailto:ta.phil@utoronto.ca). Duties of this position shall be performed at the campus on which the position is located. Where the duties are intended to be performed at another location, such other location will be specified in the posting.