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| <b>CUPE3902 Unit 1 - TA Job Posting</b>                          |  |   |
| <b>Department:</b> Writing and Rhetoric Program at Innis College |  | <b>Posted on:</b> 09/05/17              |
| <b>Fall Session:</b> 2017  |  | <b>Applications due:</b> 09/06/17 @ 5pm |

| Course Number and Title   | Course    | Number of | Size of     | Dates of                              | Qualifications   | Duties   |
|---|-----------|-----------|-------------|---------------------------------------|--|--|
|   | Enrolment | Positions | Appointment | Appointments                          |  |  |
|   | (est.)    | (est.)    | (hours)     |                                       |  |  |
| <b>INI 302H1F L0101</b><br>Strategic Writing for Business and the Professions: Theory and Practice<br>(for Rotman Commerce students only) | 55        | 1         | 146 Hours   | September 1, 2017 – December 31, 2017 | University of Toronto graduate students who have completed one year of graduate study and who have a demonstrated scholarly expertise in English literature, Academic Writing, Professional Writing, and/or Rhetoric. Extensive experience marking and annotating undergraduate essays, total fluency in both spoken and written English, and a thorough knowledge of standard English grammar are essential. Some experience with teaching courses in or marking papers in professional writing and/or report writing would be an advantage. Experience teaching business/commerce/management students would be an advantage. | Leading <b>two</b> tutorials each week, meeting with students one-on-one, grading assignments, and answering student queries through email. Tutorials run Tuesdays and Thursdays, 1:00 – 2:00 p.m. |
|   |           |           |             |                                       |  |  |
|   |           |           |             |                                       |  |  |

**NOTES:**

1. Please submit a Cover Letter and Curriculum Vitae.
2. Department Standards and Policies are available in the Department office and in the CUPE, Local 3902 office
3. The position(s) posted above is (are) tentative, pending final course determinations and enrolments
4. Effectively May 1 2017, the following hourly rate applies: SGSI and SGSII - \$ 43.65

**Jobs are posted in accordance with the CUPE 3902 Unit 1 Collective Agreement**

**Applications should be sent to:**

Mr. Varun Malik, Business Services Coordinator  
 Innis College 2 Sussex Avenue Toronto, ON M5S 1J5 [HR.innis@utoronto.ca](mailto:HR.innis@utoronto.ca)