



Innis College Writing Centre Instructors (2013 Summer Session)

Posting Date: 12/04/2017

Closing Date: 26/04/2017

Description: The Innis College Writing Centre invites applications for up to three Writing Instructor positions. These positions will commence May 2017 and continue through to August 2017. **Most of the hours of one-on-one teaching will occur Mondays to Thursdays, May 23 to June 23, and July 10 to August 5, 2017.** The Writing Centre offers 50-minute sessions to students. Instructors' teaching is scheduled at the start of each term, and occurs typically in shifts of four hours. All positions are subject to budgetary approval.

Estimated enrolment: N/A

Estimated Number of Positions: 1

Size of Appointment: 24-30 hours

Date of appointment: May 1, 2017 to August 30, 2017

Rate of Pay: \$44.38/hour (plus 4% vacation) for Writing Instructor Level I; \$47.72/hour (plus 4% vacation) for Writing Instructor Level II.

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.

Qualifications:

Required: Masters degree from a recognized post-secondary institution. Experience teaching writing one-on-one in a university writing centre. The ability to teach university-level essay and report writing one-on-one in a number of disciplines. The ability to create writing handouts for undergraduates.

Preferred: Experience teaching credit writing, rhetoric, communication, literary, or related courses. Training and experience in second-language instruction at the university level, in editing, or in studying or teaching science.

Duties: The chief duty of Writing Centre Instructor will be to teach undergraduate students individually in university writing, especially organization, critical thinking, reasoning, style, and language. Instructors may also be asked to prepare instructional materials such as writing handouts, to work on web site projects, and to deliver group instruction in college program courses.

How to submit an application: Those interested should email a cover letter, curriculum vitae (by Word attachment), brief (3-4 pages only) writing sample, and the CUPE 3902 Unit 3 application form (www.hrandequity.utoronto.ca/Assets/jobs/empapp/3903u3appword.rtf) to:

Mr. Varun Malik, Business Services Coordinator

Innis College, 2 Sussex Ave., Toronto, ON, M5S 1J5 (HR.innis@utoronto.ca)

Please note: Undergraduate or graduate students and postdoctoral fellows of the University of Toronto are covered by the CUPE 3902 Unit 1 collective agreement rather than the Unit 3 collective agreement, and should not apply for positions posted under the Unit 3 collective agreement.

This position is subject to final budgetary approval. Unexpected vacancies can occur at any time. Schedules may change. This notice is posted pursuant to the CUPE 3902 Unit 3 Collective Agreement. In accordance with that agreement, preference in hiring is given to qualified persons advanced to the rank of Writing Instructor Level II by Innis College.