

Graduate Instructional Developer Position Centre for Teaching Excellence (CTE) September 2018 – August 2019

CTE seeks PhD students to join our collaborative team of Graduate Instructional Developers. The position provides a unique perspective on teaching and learning and involves assisting other graduate students with their development as university teachers by contributing to the design and delivery of teaching development programs. Successful candidates will work with the Fundamentals of University Teaching and Certificate in University Teaching programs.

To maintain disciplinary diversity in our staff, we are particularly interested in applicants from Applied Health Science, Arts, Environment, and Science.

Main Responsibilities

- facilitating microteaching sessions and preparing written feedback on mini-lessons
- facilitating/co-facilitating the *Effective Lesson Plans* workshop and other workshops on university teaching
- participating in monthly team meetings and providing feedback on program delivery
- conducting classroom observations for graduate students and writing observation reports
- promoting TA workshops and other TA development programs available through CTE
- assisting with the review of current workshops and possibly developing new workshops
- hiring and training of new Graduate Instructional Developers
- contributing to CTE teaching resources as needed

Required Qualifications

- registered PhD student until August 2019
- completed the Fundamentals of University Teaching certificate
- at least five terms' university classroom teaching experience with strong evaluations
- demonstrated interest in university teaching
- highly developed oral and written communication skills

- ability to provide constructive feedback for improvement
- professionalism and respect for disciplinary and cultural differences in teaching and learning
- completed or currently enrolled in the Certificate in University Teaching (preferred)
- educational leadership or experience supporting professional development of other TAs (preferred)

Time Commitment and Compensation

Time commitment: 10 hours/week

Compensation: \$6500/term

Appointment: September 2018 through August 2019 (three consecutive terms)

Application Process

To apply, submit the following documents by email to Monika Soczewinski, Program Coordinator at cte-grad@uwaterloo.ca:

1. A cover letter outlining why you are interested in this position and what skills and experience you bring to it. You should also detail two main topics that you would like to develop to give as workshops to other TAs. Your cover letter should include a statement of when you plan to graduate from your program.
2. A curriculum vitae that highlights your teaching experience and formal training in university teaching (include home and campus phone numbers and email address).
3. A statement of your mentoring approach that describes your approach to peer mentoring when working with graduate students and providing feedback for improvement of their teaching skills (one page maximum).

Applications are due by end of the day on Sunday, July 8, 2018. Late applications will not be considered. Successful candidates will be invited to an interview to be held on Friday, July 20.

Questions about this position can be directed to [Monika Soczewinski](#). We encourage you to find out more about our [graduate-student staff](#) on CTE's website, and we look forward to reading your application.

For help with your application materials, we strongly suggest [booking an appointment](#) with the Graduate Career Advisors at the Centre for Career Action.