

Position Available: TA Workshop Facilitator

Centre for Teaching Excellence

September 2018 – August 2019

The University of Waterloo Centre for Teaching Excellence (CTE) seeks graduate-student applicants for the position of TA Workshop Facilitator. Through this exciting professional development opportunity, graduate students develop as instructors, facilitators, and presenters.

Successful candidates will join our collaborative team to support graduate students' teaching development. Our six TA Workshop Facilitators are responsible for facilitating, individually and in collaboration with others, interdisciplinary and discipline-specific teaching workshops for graduate students.

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

Main Responsibilities

- facilitating or co-facilitating four to six CTE workshops per term, including CTE's Fundamentals workshops and discipline-specific workshops
- working on special projects with a focus on TA training, which may include teaching support activities within their home department or faculty
- attending monthly team meetings, which include professional development
- receiving training and mentorship from the supervising Instructional Developer
- promoting TA workshops and other TA development programs available through CTE in their home department and faculty

Required Qualifications

- successful completion of the CTE Fundamentals of University Teaching certificate (or equivalent)
- enthusiasm for mentoring other TAs and facilitating workshops on teaching
- excellent presentation and communication skills
- professionalism and respect for disciplinary and cultural differences in teaching and learning
- at least three terms' classroom teaching experience
- registered graduate student at the University of Waterloo until August 2019
- preferred: available for approximately five hours' training in early September 2018

Time Commitment and Compensation

After completing initial training early in the Fall term, TA Workshop Facilitators plan and deliver between four and six 1.5- to 2-hour workshops throughout each term and attend monthly meetings. Workshops and meetings are scheduled based on TA Workshop Facilitators' availability. TA Workshop Facilitators also take on additional TA training projects with their CTE colleagues and participate in professional development.

Time commitment: Approximately 30 hours per term

Compensation: \$1,000 per term (paid once near the end of the term)

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

Application Process

To apply, please submit the following documents by email to: [Monika Soczewinski](#), Graduate Program Coordinator, CTE, by **end of the day on Sunday, July 8, 2018**:

1. A one-page cover letter outlining your interest in and qualifications for this position. Please also indicate when you plan to graduate from your program.
2. A curriculum vitae that highlights your teaching, presentation, and/or workshop facilitation experience.
3. A TA training proposal: a one-page document outlining ideas for how you might enhance TA training in your home department or faculty.

Late applications will not be considered. Successful applicants will be invited to an interview to be held on Tuesday, July 17.

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.