



TA Workshop Facilitators Centre for Teaching Excellence (CTE)

Call for Applications 2014

Closing date: Thursday, November 21, 2013 at 4 pm

The Centre for Teaching Excellence (CTE) is looking for two graduate students for our positions of TA Workshop Facilitators. To complement our current team of TA Workshop Facilitators, and to ensure we fully represent the faculties on our team, we are particularly seeking candidates from the Science, Math and Environment faculties. Successful candidates will join our dynamic and interdisciplinary team that works with graduate students to facilitate their teaching development. TA Workshop Facilitators will be responsible for presenting interdisciplinary and discipline-specific (departmental) teaching workshops for graduate students, especially new TAs.

These positions will run from January 2014 through August 2014.

Main Responsibilities

- Facilitating/co-facilitating 5-6 pre-designed instructional workshops per term (including at least one discipline-specific workshop)
- Promoting TA workshops and other TA development programs available through CTE in the home department/Faculty
- Working on special projects with a focus on TA training (these may include teaching support activity within the home department/Faculty or creating resources for TAs in home department)
- Attending team meetings during the term

Position Details

- TA Workshop Facilitators will work closely with CTE Graduate Instructional Developers (GIDs), Program Coordinator and Senior Instructional Developer responsible for graduate and postdoctoral programming
- Senior Instructional Developer will supervise TA Workshop Facilitators
- Training will be provided in December
- TA workshops are scheduled throughout the term
- Ideally, six TA Workshop Facilitators will represent one of each uWaterloo Faculties. If you have interdisciplinary academic or teaching background, we encourage you to highlight this in your job application.

Qualifications

- successful completion of the Fundamentals of University Teaching certificate (or equivalent)
- must be a registered graduate student at the University of Waterloo until August 2014
- a Doctoral student in the Science, Math or Environment faculties as of January 2014 (preferred)
- must be available for training in December 2013
- classroom teaching experience as a TA
- strong presentation and communication skills
- interest in presenting workshops on teaching
- interest in supporting professional development of other graduate students

Time Commitment and Compensation

This is a professional development opportunity for current graduate students who want to develop themselves as future instructors, facilitators and academic mentors. TA Workshop Facilitators are expected to deliver 8-12 hours of workshops per term (in addition to initial training and planning time) and support other projects with a focus on TA training.

Time commitment: approximately 30 hours per term

Compensation: \$1,000/term (paid at the end of the term)

Application Process

To apply, submit the following documents either by [email](#) or in person to: Monika Soczewinski, Program Coordinator, CTE, EV1, Room 313, by 4pm, **Thursday November 21, 2013**:

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 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, presentation and facilitation experience.
3. TA Training Proposal - a one-page document discussing your ideas on how to enhance the process of TA training in your home department or Faculty.

Late and incomplete applications will not be considered. Short-listed candidates will be invited for an interview and may be asked to deliver a short presentation.

Questions about the position can be directed to Monika Soczewinski: m2soczew@uwaterloo.ca.

Information about CTE programs for graduate students can be found at:

<https://uwaterloo.ca/centre-for-teaching-excellence/support-graduate-students>