



TA Workshop Facilitators

Centre for Teaching Excellence

September 2016 – August 2017

The University of Waterloo Centre for Teaching Excellence (CTE) seeks graduate student applicants for the position of TA Workshop Facilitator. Through this professional development opportunity, graduate students develop as future 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 or in collaboration with others, interdisciplinary and discipline-specific teaching workshops for graduate students. TA Workshop Facilitators are supervised and mentored by a CTE Instructional Developer.

Main Responsibilities

- Facilitating or co-facilitating five to six CTE workshops per term, including CTE's Fundamentals workshops and at least one discipline-specific workshop
- Participating in monthly team meetings
- Meeting one-to-one with the supervising Instructional Developer to receive feedback and collaboratively improve workshops
- Promoting TA workshops and other CTE programs in their home department and faculty
- Working on additional special projects as desired

Required Qualifications

- registered graduate student at the University of Waterloo until August 2017
- successful completion of the CTE Fundamentals of University Teaching certificate (or equivalent)
- at least three terms' classroom teaching experience as a TA with strong student evaluations
- excellent presentation and communication skills
- interest in mentoring other TAs and facilitating workshops on teaching
- professionalism and respect for disciplinary and cultural differences in teaching and learning
- available for training in late July or early August 2016

Time Commitment and Compensation

After completing initial training in late July or early August 2016, TA Workshop Facilitators deliver between four and six 1.5- to 2-hour workshops per term. Workshops are scheduled throughout the term and require some preparation. TA Workshop Facilitators may also take on additional TA training projects with their CTE colleagues.

Time commitment: Approximately 30 hours per term

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

Term: September 2016 through August 2017 (three consecutive terms).

Application Process

To apply, submit the following documents by email to Monika Soczewinski (cte-grad@uwaterloo.ca), Program Coordinator, CTE, EV1, Room 313, on or before **Monday, June 20, 2016**:

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 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 during the week of July 4, 2016.

Questions about this position can be directed to Monika Soczewinski at cte-grad@uwaterloo.ca.

Information about CTE programs for graduate students can be found at <https://uwaterloo.ca/centre-for-teaching-excellence/support-graduate-students>.