



TA Workshop Facilitators - Engineering, Math or AHS Centre for Teaching Excellence (CTE)

Call for Applications

Closing date: Thursday October 30, 2014 at noon

The Centre for Teaching Excellence (CTE) is looking for graduate students for our positions of TA Workshop Facilitators. To complement the disciplinary diversity of our current grad team, in this hiring cycle we are looking to hire two graduate students who come from one of the following faculties: Engineering, Math or AHS.

Successful candidates will join our dynamic team that works with graduate students to facilitate their teaching development. TA Workshop Facilitators will be responsible for presenting interdisciplinary and discipline-specific teaching workshops for graduate students, especially new TAs.

These positions will run from January through August 2015.

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
- Training will be provided in December and January
- TA workshops are scheduled throughout the term

Qualifications

- must be a registered graduate student at the University of Waterloo until August 2015
- successful completion of the Fundamentals of University Teaching certificate (or equivalent)
- classroom teaching experience as a TA (at least 3 terms) with high evaluations
- must be available for training in December or January
- strong presentation and communication skills
- interest in presenting workshops on teaching
- interest in supporting professional development of other graduate students
- experience as OHD Student Leadership Facilitator an advantage

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 by [email](#) to: Eric Van Halteren, Program Coordinator, CTE, EV1, Room 313, by noon, **Thursday October 30, 2014**:

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.

Short-listed candidates will be invited to a panel interview on Wednesday November 12, 2014 and will be asked to deliver a short interactive presentation on an assigned teaching topic.

Late applications will not be considered.

Questions about the position can be directed to Eric Van Halteren: 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>