



## **TA Workshop Facilitators Centre for Teaching Excellence (CTE) May 2016 – April 2017**

The Centre for Teaching Excellence (CTE) is looking for graduate students for our positions of TA Workshop Facilitator.

Successful candidates will join our dynamic and collaborative team that works with graduate students to facilitate their teaching development. They will be responsible for facilitating, individually or in collaboration with others, interdisciplinary and discipline-specific teaching workshops for graduate students.

These positions will run from May 2016 through April 2017 (three consecutive terms).

### **Main Responsibilities**

- Facilitating/co-facilitating 5-6 CTE 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 monthly team meetings

### **Position Details**

- TA Workshop Facilitators will work closely with CTE staff members working in the area of graduate teaching development
- Training will be provided in late March or early April
- TA workshops are scheduled throughout the term

## Qualifications

- must be a registered graduate student at the University of Waterloo until April 2017
- 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 end of March / early April 2016
- strong presentation and communication skills
- ability to engage TAs across the disciplines
- ability to represent CTE at graduate student events
- interest in facilitating workshops on teaching
- interest in mentoring other TAs while modeling professionalism, caring, and respect for disciplinary and cultural differences in teaching and learning

## Time Commitment and Compensation

This is a professional development opportunity for current graduate students who want to develop themselves as future instructors, facilitators and presenters. 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: Monika Soczewinski, Program Coordinator, CTE, EV1, Room 313, by noon on **Thursday, March 3rd, 2016**:

1. A cover letter (not to exceed one page) 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 applications will not be considered. Successful applicants will be invited to the interview during the week of March 14.

Questions about the position can be directed to Monika Soczewinski: [cte-grad@uwaterloo.ca](mailto: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>