

Job Description

Job Title:	Educational Developer, TA Training and Writing Support
Department:	Centre for Teaching Excellence
Reports To:	Senior Educational Developer, Graduate Programs and Internationalization
Jobs Reporting:	None
Salary Grade:	USG 11
Effective Date:	October 2020

Primary Purpose

Reporting to Senior Educational Developer, Graduate Programs and Internationalization, this position has three main areas of responsibility: 1) planning and developing programs that support the teaching development of graduate students and postdoctoral fellows, 2) facilitating workshops, consultations and other teaching events for graduate students and postdoctoral fellows, and 3) providing support for writing instruction at the faculty, department and course levels.

Key Accountabilities

Program Planning and Development

- Assists Senior Educational Developer, Graduate Programs and Internationalization, with planning, implementation and periodic reviews of CTE programs and services for graduate students and postdoctoral fellows
- Reviews, on an ongoing basis, the content and structure of the CTE workshop offerings for graduate students and postdoctoral fellows
- Collaborates with faculties and departments on the development and implementation of programming for TAs, especially training programs for new TAs
- Hires, trains and supervises CTE TA Workshop Facilitators and assists with hiring and training of Graduate Educational Developers
- Updates the content of the university-wide TA handbook and helps with the development of new TA resources

Program Facilitation

- Facilitates teaching workshops and consultations for CTE teaching certificate programs
- Marks teaching dossiers and research projects for the Certificate in University Teaching (CUT) Program
- Conducts teaching observations and microteaching sessions
- Consults with graduate students and postdoctoral fellows on the development of teaching statements and teaching dossiers for academic jobs

Writing Instruction Support

- Supports discipline-based writing initiatives at the course, department and faculty levels
- Consults with individual instructors and curricular committees as needed on various aspects of student writing, including integrating writing with disciplinary teaching, designing assignments and

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rubrics, encouraging and monitoring peer review, developing grading guidelines, and working with multilingual writers

- Provides support and training for teaching assistants across the university in providing writing instruction, feedback, and assessment
- In collaboration with the Writing and Communication Centre, develops general and discipline-specific resources for writing instruction

Research, Teaching and External Initiatives

- Makes scholarly contributions to the higher education field
- Liaises with the Writing and Communication Centre and instructional librarians
- Works with CTE Associate Director and other senior staff to design and disseminate communications about writing instruction supports and programs
- Represents CTE on internal and external committees as required
- Participates in strategic initiatives focused on writing instruction
- Networks with instructional developers and writing specialists at other institutions
- Seeks opportunities to teach undergraduate or graduate courses where appropriate

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Minimum of a Master's degree in Education, English or a related discipline; PhD an asset

Experience

- Experience teaching in a higher education institution
- Strong background in educational development (including workshop facilitation and individual consultation)

Knowledge/Skills/Abilities

- Knowledge of current educational research and evidence-based strategies that support teaching and learning
- Proven communication and organizational skills, along with evidence of diplomacy, tact, and respect for various disciplinary norms
- Strong collaboration skills including the ability to present ideas and provide constructive feedback
- Knowledge of research on writing pedagogy and best practices
- Excellent oral and written skills

Nature and Scope

- **Contacts:** Works closely with the SED, Graduate Programs and Internationalization; Program Coordinator, Graduate & Postdoctoral programs and graduate-student staff. Interacts regularly with all members of CTE, as well as staff members in other units (e.g., Centre for Career Action, Graduate

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Studies and Postdoctoral Affairs, Writing and Communication Centre). Extensive interactions with graduate students and postdoctoral fellows.

- **Level of Responsibility:** This position is responsible for implementing collaboratively-planned campus-wide and departmental events and programs.
- **Decision-Making Authority:** Responsible for some planning and communications decisions with regard to writing instruction support for faculty and TAs and TA training at the faculty and departmental levels.
- **Physical and Sensory Demands:** Minimal demands typical of an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions. Occasional stress from meeting multiple and/or tight deadlines.