The Department of biochemistry seeks 1 Lead TA for ELL Initiative for the following course:

**BCH 311H – Biochemistry II: Nucleic Acids and Biological Information**

**Qualifications**

**Required:**

- Current PhD student
- At least two years' experience as a course TA, whether leading tutorials, labs, or in-class instruction; or grading
- Excellent oral and interpersonal skills, particularly the ability to work effectively with and show tact when communicating with course instructors and TAs
- Strong administrative skills, including scheduling meetings and planning, time management, meeting multiple deadlines, and documenting work
- Able to prioritize tasks
- Strong facilitation and presentation skills and/or experience leading workshops
- Evidence of writing competence in their discipline (individually authored writing sample preferred)
- Flexible schedule, able to accommodate short notice requests for meetings
- Intercultural competence, especially an understanding of the issues faced by multilingual and international students

**Duties**

As part of a joint Writing Instruction for TAs (WIT) and English Language Learning (ELL) Initiative in Arts and Science, the Lead TA will work with the WIT and ELL Coordinators to support Course Instructors and train regular course TAs in **BCH311H1**. The LTA will perform the following duties:

- Participate in group training sessions with the WIT program
- 1:1 training with ELL coordinator
- Meet with WIT and ELL coordinators and course instructors to plan course assignments and tutorials
- Design and lead training sessions for course TAs on topics such as marking assignments and presentations, as well as planning tutorial activities integrating BCH311 course content to scholarly reading, professional writing, oral presentation, discussion skills, and intercultural communication (in Winter 2020)
- Develop and/or adapt existing resources on reading, oral presentation, and writing instruction for course instructors, TAs, and students
- Communicate regularly with course instructors, WIT and ELL coordinators, and others to coordinate activities
- Collect data (e.g., surveys, student writing samples, etc.)

Hours will include attendance at group WIT training sessions in Summer and Fall 2020 as well as individual meetings with WIT and ELL coordinators

* Duties of this position shall be performed at the campus on which the position is located. Where the duties are intended to be performed at another location, such other location will be specified in the posting.*
Hours of work: approx. 150 hours
Estimated Course Enrolment: 400 - 500 students

Rate of Pay: SGS I/II - $46.24/hour (+4% vacation pay) / Assistant Invigilator: $30.47

Interested applicants: Please submit a letter of interest, a CV, a writing sample in the relevant discipline (4 pages maximum and individually authored preferred), and the names of maximum two referees who have supervised you in course TAships by May 29th to Dr. Roula Andreopoulos by email to: s.andreopoulos@utoronto.ca

NOTE: Applicants will need to be available for an interview the week of June 1st, 2020.

Final availability of the position(s) is contingent upon enrolment, budgetary consideration and the determination of appointments as governed by the collective agreement.