Lead TA Job Application Details

POSITION DESCRIPTION

The Lead TA Program facilitates the professional development of teaching assistants at a discipline-specific level. It provides graduate students with an opportunity to apply their interest, teaching experience, and training beyond traditional TA duties and to gain valuable educational leadership experience.

We are currently seeking 8 Lead TAs to develop discipline focused TA training activities in their home departments for the 2017-2018 academic year. Responsibilities will include facilitating workshops, developing discipline-specific teaching resources, and offering peer feedback to graduate student colleagues.

The Lead TA position is a 280 hour commitment over the academic year (the same as a full-year TA position), and the distribution of these hours will be outlined on their Duties Specification Letter. Lead TAs are paid at the current TA rate of pay.

Lead TAs will be supervised by a faculty member in their home department. The Teaching Support Centre will also provide ongoing training and resources to support Lead TAs in their own professional development during the year. For example, Lead TAs will participate in facilitation and mentorship skills training as part of their preparation for the role and receive an internationally recognized teaching certificate.

APPLICATION DEADLINE: April 24, 2017
Email your application to leadta@uwo.ca

Candidates must be available for interviews from May 8-10.

QUALIFICATIONS

Requirements

- Must be enrolled full-time at Western as a graduate student during the period of employment
- Must have at least two semesters of teaching experience at the university level (as a TA or instructor)
- Excellent presentation, facilitation, and interpersonal communication skills
- Knowledge of PowerPoint and OWL
- Previous participation in teaching professional development activities (for example, the Teaching Support Centre’s TATP, TCC, ATP or SGPS 9500 workshops/courses or the equivalent at another institution).
- Demonstrated interest in supporting student learning
- Ability to work with a wide range of colleagues in a collaborative and professional manner
• Demonstrated excellence in time and project management; ability to juggle competing priorities
• Ability to work with diverse audiences

Preferred Experience and Knowledge
• Previous experience facilitating teaching development or training is an advantage
• Basic knowledge of student services and learning resources at Western in order to be able to refer students and TAs appropriately
• Experience in peer mentoring
• Interest in interdisciplinary collaboration
• Knowledge of Teaching Assistant development
• Ability to self-reflect and set goals for own professional development

APPLICATION MATERIALS
1. CV including your expected graduation date and list of teaching workshops/professional development attended
2. Cover letter highlighting your teaching experience
3. Teaching Philosophy Statement (1 page maximum, single spaced)
4. Sample Workshop Description: Identify a discipline-specific workshop that you might offer to TAs in your department. Write a description of this workshop (including a title) that you could use to describe the session and help advertise it to graduate students (150 words maximum).
5. Department Approval Form (download this from www.uwo.ca/tsc)

INFO SESSION

April 10th (10:30-11:30)
TSC Room 121
Join us for an overview of the program and details about the application process during this info session. There will be lots of opportunities to ask questions about the role. Please register for the session here: https://www.lib.uwo.ca/tsc/calendar/view_program.php?id=884