FACULTY OF ARTS & SCIENCE
INTERNATIONAL FOUNDATION PROGRAM

UNIVERSITY OF TORONTO
NEW COLLEGE

Sessional Instructional Assistant Position

Fall/Winter Term 2023-2024
EMERGENCY POST

The International Foundation Program seeks a Sessional Instructional Assistant from September 1, 2023 – April 30, 2024 for the following course:

IFP100Y1Y – THEMES IN WORLD HISTORY

> **IFP100Y1Y** – Surveys the development of human societies from their origins to the present using examples from across the world. Topics may include the environment; cultural development and interaction; the creation and nature of belief systems; political, economic and social structures; gender relations; and the relationship between global patterns and local developments

Enrolment Estimate: 200 students
Class Schedule: Lectures Thursdays 5:00 p.m. – 7:00 p.m.;
Tutorials for the course will be held at the following times:
Tuesdays 10:00 a.m. – 11:30 a.m.; Tuesdays 2:00 p.m. – 3:30 p.m.;
Wednesdays 10:00 a.m. – 11:30 a.m.; Wednesdays 2:00 p.m. – 3:30 p.m.; Thursdays 10:00 a.m. - 11:30 a.m.; Thursdays 2:00 p.m. – 3:30 p.m.

Up to Five Positions: 236.5 - 300.5 hours (1-2 sections of approximately 15 students each)
Salary: $52.26/hour + 4% vacation pay

Please note that should rates stipulated in the collective agreement vary from rates stated in this posting, the rates stated in the collective agreement shall prevail.

Minimum Qualifications
- PhD, completed or in-progress, in a historical discipline
- Demonstrated background in a historical discipline as it relates to the content of the course
- Teaching experience facilitating small groups

Preferred Qualifications
- Demonstrated understanding of the learning needs of international students who speak English as a second language
- Experience teaching English as a Second Language is an asset
- Experience with online instruction
- Experience in working in a highly collaborative environment

Note: Undergraduate or graduate students and postdoctoral fellows of the University of Toronto are covered by the CUPE 3902 Unit 1 collective agreement rather than the Unit 3 collective agreement, and *should not apply* for positions posted under the Unit 3 collective agreement.

Responsibilities
- Preparing and conducting one to two 1.5 hour in-person tutorials each week
- Holding office hours
- Attending lectures and consulting with the Instructor and Lead TA
- Attending meetings set by the Instructor and/or Lead TA
- Advising students about and marking course assignments.

It is understood that some announcements of vacancies are tentative, pending final budgetary determinations.

Application Process

Applicants should submit a detailed letter of application; an updated curriculum vitae; names and contact information (email and phone) for two referees or two reference letters; evidence of teaching in the relevant area, including student evaluations if available; and the CUPE 3902 Unit 3 application form located here: Link to CUPE 3902 Unit 3 Application form (Word Doc file) by **August 3rd, 2023**.

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Applications should be sent to:

International Foundation Program
c/o New College Program Administrator
E-mail: nc.hiring@utoronto.ca
Electronic applications preferred.

Only applications submitted to the email address listed above will be considered.

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This job is posted in accordance with the CUPE 3902 Unit 3 Collective Agreement.

It is understood that some announcements of vacancies are tentative, pending final course determinations and enrolment. Should rates stipulated in the collective agreement vary from rates stated in this posting, the rates stated in the collective agreement shall prevail.

Preference in hiring is given to qualified individuals advanced to the rank of Sessional Lecturer II or Sessional Lecturer III in accordance with Article 14:12 of the CUPE 3902 Unit 3 collective agreement.

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All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Diversity Statement

The University of Toronto embraces Diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.

As part of your application, you will be asked to complete a brief Diversity Survey. This survey is voluntary. Any information directly related to you is confidential and cannot be accessed by search committees or human resources staff. Results will be aggregated for institutional planning purposes. For more information, please see http://uoft.me/UP.

Accessibility Statement

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.

If you require any accommodations at any point during the application and hiring process, please contact uoft.careers@utoronto.ca.

Posting Date: July 31, 2023