



Institute for Studies in Transdisciplinary Engineering Education and Practice
UNIVERSITY OF TORONTO

**Engineering Communication Program
CONTINUOUSLY-POSTED NOTICE
WRITING INSTRUCTORS
FILLING POSITIONS UNDER THE CUPE 3902 UNIT 3 COLLECTIVE AGREEMENT**

HOW TO SUBMIT AN APPLICATION

The Engineering Communication Program may hire Writing Instructors to work in the Engineering Communication Centre. **Specific job ads will be posted on our website.** Most of our positions for the academic year are advertised in early June/July. Generally speaking, we expect to make hiring decisions in July. However, some decisions may be made earlier or later than these time frames, depending on circumstances. Unexpected vacancies may arise at any time.

To be considered for a position, an application letter, a Unit 3 application form (available online at <http://www.hrandequity.utoronto.ca/resources/forms.htm>), curriculum vitae including the names of three referees, and a short writing sample must be submitted to:

Chanelle Small-Reid
Academic Administrative Coordinator
Institute for Studies in Transdisciplinary Engineering Education & Practice (ISTEP)
55 St. George Street
Toronto, ON M5S 0C9
istep.academic@utoronto.ca

A valid email address is required. We prefer that applications and CVs be submitted via email.

GENERAL INFORMATION

Writing Instructors tutor students one-to-one on both written documents and oral presentation skills, in all disciplines of engineering and in student electives. Major responsibilities include helping students develop logic, clarity, organization, style, as well as helping them to use sources and language correctly. Writing Instructors also conduct workshops and work within engineering courses leading tutorials and small group seminars, or meeting with students working on specific projects.

For all of the positions, candidates should have at least a Master's degree in an appropriate discipline (such as, but not limited to, Engineering, Communication, Drama, Technology Studies, Rhetoric, English, Education, or Linguistics) with strong written and oral communication skills and a demonstrated commitment to teaching communication. Also considered assets are experience tutoring, experience working with a diverse group of students, training and experience in second-language instruction at the university level and, finally, familiarity with engineering communication practices. Ability to work as part of a team is essential.

This notice is posted pursuant to the CUPE Local 3902 Unit 3 Collective Agreement.