



**JOB POSTING REVISED**  
**Office of the Principal**  
**USMC Writing Centre**  
**Summer 2017 Writing Instructor**

<b>Posting date:</b>	Friday 21 April 2017
<b>Closing Date:</b>	Friday 12 May 2017 at 5pm
<b>Position:</b>	The St. Michael's College Writing Centre invites applications for 1 writing instructor position.
<b>Dates of the Appointment:</b>	May 15 to August 15, 2017
<b>Brief Description of Duties:</b>	<p>The chief duty of instructors at the Writing Centre is to counsel students individually and in small groups on university writing, especially on organization, reasoning, style, and language use. Instructors can expect to see students with writing assignments from a variety of disciplines. Instructors may also be asked to deliver group instruction on general writing skills or in the context of specific College program courses.</p> <p>The exact duties and schedule will be worked out in consultation with the director of the Writing Centre.</p>
<b>Qualifications:</b>	Completed graduate degree from a post-secondary institution required. Relevant experience teaching writing one-on-one or teaching in university courses with a writing component. Previous experience in a writing centre and training and experience in second-language instruction at the university level. Experience studying or teaching science considered an asset.
<b>Salary:</b>	\$49.06 per hour. The position is for a total of 70 hours. All positions are subject to budgetary approval. The rate of pay for Writing Instructors I and II corresponds to rates stipulated in the collective agreement.

Preference will be given to candidates who have previously served as writing instructors at SMC.

**Application Process:**

To be considered for a position, please send a completed application form (available at <http://www.uc.utoronto.ca/job-opportunities>) along with a cover letter, curriculum vitae and a brief writing sample (one or two pages, preferably on an academic topic) to:

Steve Hoselton, Director  
Room 027 Odette Hall  
81 St. Mary Street  
Toronto ON M5S 1J4

**Email:** [steve.hoselton@utoronto.ca](mailto:steve.hoselton@utoronto.ca)

A valid email address is required. We prefer that applications be submitted by email. Include your C.V. and writing sample as Word or PDF attachments. Please provide the following subject line:  
*Application for writing instructor position, CUPE unit 4*

Applications will be retained for sixteen months. Persons who submit applications will receive emailed job postings for specific positions for the subsequent sixteen months.

**Please note:**

*The job is posted in accordance with the CUPE 3902 Unit 4 Collective Agreement.*