Team Projects (2 roles)

The Data Sciences Institute (DSI) at the University of Toronto is a hub and incubator for data science research, training, and partnerships. The University of Toronto's data science research and training have consistently earned the top spot in Canada, reflecting our dedication to excellence and innovation in the field. Through engaging instruction for not-for-credit, continuing education Certificates, participants are equipped with essential technical skills to pursue a career transition into data science and machine learning roles.

A key feature of the DSI Certificates is the opportunity for participants to work on projects that contribute to their development of a portfolio and allow them to gain experience working as a team. A valuable part of the experience is also engaging with representatives in industry to share their insights with participants as part of the learning experience.

The Certificates offer two team project opportunities where participants will work in groups of 4-6 to complete a project in one week. The DSI team has developed projects, which will allow participants to apply their skills at the midpoint and the end of the Certificate.

The DSI is seeking individuals working in data science and/or machine learning roles to be Team Project Facilitators from October 14, 2024, to October 20, 2024, and December 1, 2024, to December 8, 2024. Projects will also have up to 3 Learning Support Staff assisting with the delivery and successful execution of the projects.

Team Project Facilitators

Host live learning sessions that include:

- 30 min team skills case studies
  - Team Project Facilitators, reporting to the Certificates Program Manager, will present a case study from their own work experience during each of 3 live learning sessions during the learning module week. The Certificates Program Manager will consult with facilitators about their topics and plans for these case studies.

- o The goal of these case studies is to share both positive and challenging team experiences, best practices in teamwork, and lessons learn when working with others
- Question and answer periods with participants
- Outlining of the team project and evaluation of the project
- Meetings with teams to consult on their projects

Additional Responsibilities

As leads for the delivery of this learning module in the Certificates, Team Project Facilitators have additional administrative responsibilities:

- Direction of up to 3 Learning Support Staff responsible for assisting participants with their projects and evaluating them. It is the responsibility of the Team Project Facilitator to take ownership of the module, ensuring participants are getting the help they need, and questions and/or blockers are resolved in a timely fashion by the Learning Support Staff.
- Ensuring the relevant GitHub repository is accurate and updated with all necessary changes to learning content, information, dates, and deadlines at least one week prior to the start of the module (approximately 5 hours)
- Attending an instructional onboarding session (approximately 1 hour)
- Meeting the DSI Certificate team as needed prior to the launch of the learning module and following its delivery (approximately 2 hours)
- During active delivery of a learning module, responding to correspondence from the DSI team by the end of the following working day
- Hosting office hours before and after synchronous learning sessions
- Reviewing participant requests for extensions on projects and granting as appropriate
- Ensuring participants get timely feedback on their work and their demonstrable skills
- Ensuring that all work is evaluated, and results provided to both the DSI team and participants within one week of the end of a course
- Where necessary, supplementing the responsibilities of Learning Support Staff as needed including addressing participant questions via Slack when appropriate

Learning Support Staff

Learning Support Staff, reporting to the Certificates Program Manager, are expected to attend live learning sessions led by Team Project Facilitators as described above. The primary responsibility for delivery rests with Team Project Facilitators while Learning

Support supplements that delivery by addressing participant questions during synchronous learning modules, virtual offices hours, and asynchronous communications channels. Additionally, Learning Support will facilitate synchronous work periods where participants can work through projects, engage with their peers, and troubleshoot any blockers or challenges with the content. Learning Support also has primary responsibility for evaluating participant projects.

Work Periods

Work Periods led by Learning Support Staff occur on synchronous virtual calls via a digital meeting platform (i.e. Zoom) and are supplemented with communication platform channels (i.e. Slack). These sessions include but are not limited to:

- Standups at the start of the session to indicate what participants are working on
- Opening question and answer portion for all participants
- Break out rooms for Learning Support to engage with participant teams
- Closing check-ins to discuss progress, achievements for the day

Work periods are held twice a week at varying times to accommodate participant schedules, during which Learning Support Staff are expected to attend and assist learners.

Additional Responsibilities

Each Team Project module will have 3 Learning Support Staff appointed with additional administrative responsibilities as follows:

- Responding to the direction of Team Project Facilitators to ensure alignment on learning material and evaluating learning assessments
- Ensuring that live sessions are recorded through a digital meeting platform and that recording links are circulated to participants following the session
- Attending an instructional onboarding session (approximately 1 hour)
- Meeting the DSI Certificate team as needed prior to the launch of the learning module and following its delivery (approximately 2 hours)
- Hosting office hours before and after every synchronous learning session
- Managing participant requests for extensions on projects by directing them to the Team Project Facilitator or, where appropriate, providing answers on the Facilitator's behalf.
- Ensuring participants get timely feedback on their work and their demonstrable skills
- During active delivery of a learning module, responding to correspondence from the DSI team by the end of the following working day

- Evaluating all participant projects within one week of submission
- Updating the participant gradebook within one week of the completion of a learning module
- Recording attendance at live learning sessions
- Updating the DSI team on participant progress, and/or challenges as they arise

Delivery of the module

All learning modules follow a consistent schedule:

Both Team Project Facilitators and Learning Support are responsible for:

- Tuesday, Wednesday and Thursday
  - Office hours
    - 5:30pm to 6:00pm & 8:30pm to 9:00pm
  - Synchronous learning module
    - 6:00pm to 8:30pm

Learning Support Staff are responsible for:

- Friday
  - Work period
    - 1:00pm to 4:00pm
- Saturday
  - Work period
    - 9:00am to 12:00pm
- Online Support
  - 3 hours of scheduled time per week to answer questions from participants via Slack (one hour per appointed Learning Support Staff)
  - Suggested hours are:
    - Mondays 5:00pm to 6:00pm
    - Wednesdays 12:00pm to 1:00pm
    - Fridays 5:00pm to 6:00pm
  - Team Project Facilitators and Learning Support can finalize and/or adjust these hours based on feedback from participants

Breakdown of Hours

It is expected that Team Project Facilitators will need to dedicate about 12 hours per week to the delivery of the module:

- 7.5 hours of live learning
- 3 hours of office hours

- 1.5 hours of administrative tasks

Each Learning Support Staff member is expected to dedicate 17.5 hours per week to delivering the module. A possible breakdown of these responsibilities across 3 Learning Support Staff is:

- 7.5 hours of live learning
- 3 hours of office hours
- 1 hour per week for each Learning Support to assist participants via Slack
- Either:
    - Learning Support I & II: 6 hours shared, dedicated to both work periods scheduled for 3 hours each
    - Learning Support III: 6 hours dedicated to grading all work

Qualifications/Skills

- Education, training, or relevant work experience in the topics covered by one or more of the learning modules
- Experience teaching or facilitating a technical topic in an education or training setting
- Demonstrated experience working collaboratively in a team
- Exceptional communication skills
- A keen interest in data science and machine learning, and helping others develop their technical skillset

Compensation

All Technical Facilitators are compensated at the rate of $2418.57 per week plus additional funds for updating the repository content. Payment is issued at the end of the month following the end of a learning module.

All Learning Support Staff are compensated at the rate of $42.03 per hour. Learning Support Staff submit timesheets monthly, reflecting their hours worked.

Application

To apply to be a **Team Project Facilitator** or a **Team Project Learning Support**, please submit a resume/CV, and cover letter expressing interest to courses.dsi@utoronto.ca. Please be sure to highlight relevant teaching and/or industry experience. Applicants are welcome to apply to be part of the instructional team for more than one module. Applicants should include all modules they wish to be considered for in the body of their email.

Applications should be submitted by Wednesday August 7, 2024.