



GRENFELL  
CAMPUS



## Summer Student Research Assistant

### Job Opportunity with MBI

Marine Biomass Innovation (MBI) project invites applications for Summer 2026 (June-August). Applicants must currently be enrolled in studies or have been accepted to study at Memorial University beginning September 2026.

Interested applicants should submit a cover letter and CV (Including two references) to:

Dr. William Newell Email: [r34wjn@mun.ca](mailto:r34wjn@mun.ca)

Dr. Kelly Vodden Email: [mbi@mun.ca](mailto:mbi@mun.ca)

Natalie Penney-Toba Email: [f83ncp@mun.ca](mailto:f83ncp@mun.ca)

**Application Deadline:** Until Filled

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This part-time position is for a total of 40 hours at \$19/hour from July to August 10<sup>th</sup>.

Successful candidates will assist a PhD researcher with a variety of data collection duties including photocopying, data input, and supporting the installation of meetings at local town halls.

#### **Desk Work and Computer Duties:**

- Co-create, photocopy and display advertisement posters and flyers for town meetings
- Photocopy Information letters, consent forms, agendas, posters, and other relevant material
- Data input, transcribing, and computer support
- Support Researcher during town focus groups and interviews
- Greet and Meet participants at town halls
- Display food and beverages
- Set up and take down tables and chairs at community events and workshops

#### **Qualifications, Skills, and Experience:**

- Experience working independently and with community members
  - Solid computer skills in Canva, Excel, Microsoft, and the ability to conduct meetings online
  - Strong attention to detail
  - Ability to prioritize tasks, manage multiple responsibilities, and meet deadlines
  - Willingness to work flexible hours, including evenings and weekends
  - Ability to perform physical/manual tasks, such as setting up chairs/tables
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