

Graduate Assistant Positions in the Faculty of Humanities and Social Sciences

The Faculty of Humanities and Social Sciences (HSS) invites applications for one Graduate Assistant position affiliated with the HSS Dean's Office starting in the Fall, 2025 semester and continuing into the Winter, 2026 semester.

The position will entail 80 hours with the possibility of renewal for further hours. The GA will work directly with the Grants Facilitation Officers (GFOs) under the auspices of the Associate Dean (Research). The available position's duties may include any or all of the following:

Research Services Support to the HSS Research Services group in:

- Establishing a Grants Library, under the guidance of a GFO;
- Assisting in collating and processing research administration data;
- Bibliographic and citation-based data gathering and recording;
- Updating HSS Research Website and HSS Research databases;
- Assisting with other research support initiatives within the HSS Dean's Office, as required.

QUALIFICATIONS AND EXPERIENCE

The qualifications and experience necessary for these positions include:

- Registered full time graduate student in HSS at Memorial;
- Excellent interpersonal, written, and oral communications skills, especially in professional communication in emails;
- Ability to work independently under minimal supervision;
- Experience and advanced skills using Adobe Pro (ability to edit pdfs), Microsoft Office (especially Excel) and Microsoft Teams;
- Other experience relevant to duties associated with this position.

TERM: Fall 2025 - Winter 2026

EMPLOYER: Faculty of Humanities and Social Sciences

LOCATION: St. John's Campus

NUMBER OF POSITIONS: One

WORKING HOURS: 80

CLOSING DATE: November 21, 2025, 4:30pm

APPLICATIONS: Applications should be submitted by e-mail (see contact below) and should include a brief letter of application, curriculum vitae, and names and contact information for two references. Employment is subject to the terms and conditions of the MUN-TAUMUN collective agreement. The collective agreement may be viewed online at

[https://www.mun.ca/taumun/media/production/memorial/administrative/teaching-assistants-union-of-mun/MUN-TAUMUN%20Current%20Collective%20Agreement%20\(2023-2026\).pdf](https://www.mun.ca/taumun/media/production/memorial/administrative/teaching-assistants-union-of-mun/MUN-TAUMUN%20Current%20Collective%20Agreement%20(2023-2026).pdf)

Applications should be sent to:

Savanna Muscat, Assistant to the Associate Deans, Faculty of HSS, smuscat@mun.ca