

Graduate Research Assistant (GRA) – Sex and Gender Training Institute

- **Number of positions:** 4
- **Hours/Rate:** 80 hours total / \$25.94/hr
- **Duration:** 10 months (starting January 15, 2025)

We are seeking **graduate research assistants (GRAs)** to assist with the preparation, delivery and evaluation of the CIHR 2026 Sex and Gender Training Institute, to take place at the Signal Hill Campus, in St. John's, NL, July 13-17th, 2025.

Please note that while this is an 80-hour position spread over 10 months, hours will not be evenly distributed throughout the period. The workload will vary based on role and timing, with more hours likely during initial planning and the week of the event. For roles involving program evaluation, additional hours may be concentrated after the event. Hours will therefore be allocated flexibly to meet key project needs.

We are hiring **four GRAs**, each taking the lead in one of the following areas, while also contributing to other project activities as needed:

1. **Social & Communications Committee Support**
 - Help organize trainee-focused events (e.g., morning meetups, evening socials)
 - Assist with conference materials (e.g., agenda, posters, signage)
 - Support social media or email communications if applicable
 - Liaise with media outlets
 - Other conference-related duties as assigned
2. **Programming Committee Support**
 - Attend committee meetings and contribute to session planning
 - Help coordinate speaker communications and session logistics
 - Assist with conference materials (e.g., agenda, posters, signage)
 - Other conference-related duties as assigned
3. **Planning & Logistics Committee Support**
 - Support registration and on-site logistics during event days
 - Assist with pre-/post-meeting survey design
 - Other conference-related duties as assigned
4. **Evaluation Committee Support**
 - Support pre and post-meeting program evaluation
 - Compile and summarize feedback for reporting
 - Other conference-related duties as assigned

Qualifications:

- Applicants must be registered as a full-time graduate student at Memorial University in **any in degree program**. Experience in sex and gender science/research preferred but not required.
- Prior experience with **program evaluation** is preferred for the GRA to take on program evaluation, but training will be provided as needed.

These positions are covered by a Collective Agreement between TAUMUN and Memorial University of Newfoundland.

Application Deadline: Thursday, November 27, 2025, by 5:00 pm

To Apply: Please send your resume and cover letter to Dr. Ashlyn Swift-Gallant at aswiftgallant@mun.ca, with the subject line: “**GRA Sex and Gender Training Institute**”. In your brief cover letter, please indicate the role(s) you are interested in fulfilling and the relevant experience for this position.

Only selected candidates will be contacted.