

Graduate Assistant Position – Scholarship Assistant (SGS)

Qualifications

The qualifications for this position are:

Applicants must be:

- Registered full-time graduate students at Memorial in any discipline;

Applicants must have:

- submitted a CIHR, NSERC or SSHRC graduate award application in 2023 or 2022 (doctoral or masters level). Note: being awarded one of these scholarships is not a requirement, but submitting one to Memorial is necessary;
- Excellent written communication skills;
- Experience working with groups/teams;
- Experience with website design: content delivery and structure;
- A commitment to assisting peers in graduate experience

In addition to the above qualifications, the successful applicant should be able to work independently and be reliable.

Term: Winter and Spring semesters

Employer: School of Graduate Studies

Location: St. John's Campus

No. of Positions: Four

Working hours: 45 hours per semester

Hourly rate: \$25.43

Closing date: December 20, 2024

Duties

- Evaluating the existing resources available for graduate student applicants for CIHR, NSERC, or SSHRC awards, including reviewing resources from other universities.
- Revising and writing new content to assist future graduate student applicants
- Working with team leaders to strategize website design and content
- Assessing new draft website content and design (beta-testing)

Applications for these positions must include:

- Applicant's current graduate program and status (what year of program you are in)
- CIHR, NSERC, or SSHRC application numbers (or CIHR pin)
- CV or resume
- Contact information

Applications can be submitted by e-mail to gradawards@mun.ca

Employment is subject to the terms and conditions of the MUN-TAUMUN collective agreement.

The collective agreement may be viewed online at: [TAUMUN Collective Agreement](#)

To contact TAUMUN, email taumun@mun.ca