Equity, Diversity, Inclusion (EDI) and Anti-Racism Initiative Assistant (up to 2 Graduate Assistant Positions)

School of Graduate Studies in conjunction with the office of the Vice-Provost Equity Diversity and Inclusion

Fall 2021 and Winter 2022

Description:
Reporting to the Vice Provost Equity Diversity and Inclusion (EDI) the assistant(s) will provide assistance for Equity Diversity and Anti-Racism initiatives.

Duties include:

- Conduct administrative duties related to event planning.
- Assist with administrative duties related to the development of the Strategic Plan for EDI-AR at Memorial.
- Communicate with internal and external units/organizations to capture information needed by the Office of the VP EDI.
- Other administrative support duties as required by the VP EDI office.

The candidates must be registered as a full-time student in a graduate program at Memorial and have/be:

- Effective communication skills (listening, written, and oral)
- Ability to analyze and resolve problems
- Experience conducting administrative duties

Salary:
The salary is $22.22/hour (based on the rate for a Graduate Assistant). Successful applicants will start as soon as possible and anticipated to involve 60 hours depending on start date.

Closing Date: November 5, 2021

Instructions: Applicants are asked to submit a cover letter that outlines why they are interested in the position and describes how they meet the required qualifications for the position. Applicants are also asked to include a resume with contact information for 2 references. Applications should be sent to: viceprovostEDI@mun.ca

* The School of Graduate Studies emphasizes the need to have students of diverse backgrounds hold employment positions to better serve our diverse community of students. Qualified applicants who identify as visible minorities, women, Indigenous peoples, persons with disabilities, persons of minority sexual orientations and gender identities may be given preference.

This position is covered by a Collective Agreement between TAUMUN and Memorial University of Newfoundland. The collective agreement can be viewed online at: http://www.mun.ca/taumun/collective_agreement/TAUMUN_CA_2019.pdf. To contact TAUMUN, email: taumun@mun.ca.