

Graduate Assistant Position
Thesis Writing Retreat Facilitator
Fall 2023

The Writing Centre invites applications for a Graduate Assistant position (Thesis Writing Retreat Facilitator) for the Fall 2023 semester. The Thesis Writing Retreat is a multi-day program during which graduate students work on their theses. It offers students a supportive community and a dedicated time and space which is free from distractions. The retreat is co-hosted by the School of Graduate Studies and the Writing Centre. To participate, students must be Memorial master's or doctoral students, and must be engaging in thesis writing rather than shorter, course-related work.

Duties for this position include:

- Facilitating the retreat from 8:30 am to 4:30 pm over several days
- Advertising the retreat
- Booking guest speakers
- Liaising with the School of Graduate Studies
- Setting up retreat schedule
- Sending email to participants
- Looking after registrations
- Other related duties

Qualifications:

- Registered as a full-time graduate student in any discipline
- Current tutor in the Writing Centre

Number of positions: One

Working hours: 60 hours

To apply:

- Send a cover letter, resume, and two samples of the applicant's academic writing (not co-authored) to Carolyn Best, Writing Centre Manager, at cpbest@mun.ca.
- Use the following as the subject line in the email: Fall 2023 GA Application – TWR Facilitator

Application deadline: October 11, 2023.

This position is covered by a Collective Agreement between TAUMUN and Memorial University.

To contact TAUMUN, email taumun@mun.ca