

## Graduate Assistant Position – Student Peer Liaison and Web Content Reviewer (SGS)

### Qualifications

The qualifications for this position are:

Applicants must be:

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

Applicants must have:

- Demonstrates strong proficiency in Office productivity suites
- Strong attention to detail with the ability to identify errors in grammar and formatting
- Customer service experience
- **Campus knowledge:** being familiar with university resources, policies, and student services to provide reliable direction.
- **Leadership and mentorship:** serving as a positive role model and helping students feel connected and supported.
- **Cultural awareness:** engaging respectfully with students from diverse backgrounds and experiences.
- **Strong communication and collaboration skills:** in-person inquiries and group interactions with clarity and professionalism

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

<i>Term:</i>	Winter 2026 semester
<i>Employer:</i>	School of Graduate Studies
<i>Location:</i>	St. John's Campus
<i>No. of Positions:</i>	One
<i>Working hours:</i>	60 hours (possibility of additional hours)
<i>Hourly rate:</i>	\$25.94
<i>Closing date:</i>	January 29, 2026

### Duties

- **Responding to student questions** in person, by phone, and through email with accurate and helpful information and offer peer support communication while offering clear, friendly guidance to fellow students
- **Updating website content**, including program pages, announcements, and student resources.
- **Maintaining and reviewing scholarship database entries** to ensure accuracy and clarity
- **Liaising with peers** to support student engagement and provide guidance on SGS services.

Applications for these positions must include:

- Applicant's current graduate program and status (what year of program you are in)
- CV or resume
- Contact information

Applications can be submitted by e-mail to [sgs@mun.ca](mailto:sgs@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](mailto:taumun@mun.ca)