



STUDENT EMPLOYMENT OPPORTUNITY

NOW HIRING: GRANTS ASSISTANT

Background

MUN Students' Union (MUNSU) represents over 13,000 undergraduate students studying through Memorial University of Newfoundland's St. John's campus. MUNSU is a not-for-profit organization that advocates for students through campaigns and lobbying while also providing cost-saving services and student life programming for its members.

Salary: \$14.05 per hour (biweekly pay); 40 total hours over the semester

Duration: Hours must be completed during the Spring 2019 semester (which includes Intersession/Summer semesters)

Eligibility Requirements

- Must be a MUNSU member, registered in at least one undergraduate course during the Spring (/Intersession/Summer) semester
- Must not be on a work term
- Must meet university MUCEP academic requirements
(cumulative average of 60% or above, or; average in last 10 courses of 60% or above, or; applying with support through the Blundon Centre – more details on academic requirements found at <https://www.mun.ca/student/student-success/work-experience/MUCEP.php>)

Job Description & Qualifications

Working directly with the Executive Director of Student Life, this role will provide assistance with MUNSU's grants including Society Ratification, Individual Merit Fund, and Special Projects Grant. It would be beneficial to have a working familiarity with MUNSU, Memorial's 200+ clubs and societies, and the various ways MUNSU offers support to students and student groups.

Due to the number of grant applications and the nature of the application cycle, this position requires the ability to quickly and efficiently organize large amounts of information, process a high volume of applications, work well independently, and use sound judgement in applying MUNSU policies.

Here's what we're looking for in an ideal candidate:

- Strong organizational and communication skills
- Demonstrated accuracy, attention to detail, accountability, and time management abilities
- Interest in and knowledge of MUN Students' Union, Memorial, the student movement, and current post-secondary student issues

- Experience with one or more Memorial clubs or societies an asset, particularly experience in a leadership or executive role

To Apply

The MUN Students' Union is an employment equity employer. Applications from all qualified candidates are welcome; in particular, applications are encouraged from racialised people, indigenous people, people with disabilities, queer and trans people, and women.

To apply for the Grants Assistant MUCEP position, include the job title in your subject line and submit a resume and class schedule to:

Alyssa Gulliford
Executive Director of Student Life
MUNSU General Office
Room 2000, University Centre | MUN
1 Arctic Avenue
St. John's NL, A1C 5S7

resume@munsu.ca

Students can also apply for this position via MyMUNLife, using **Job ID 59044**.

Instructions for accessing MyMUNLife can be found at:

<https://www.mun.ca/student/student-success/work-experience/MUCEP.php>.

DEADLINE: 12PM (NOON) ON FRIDAY, MAY 24