



McMaster Divinity
College

Graduate Assistant (GA) Job Description 2026-27

Graduate Assistants provide support to MDC's professors and/or MDC services during the Fall and Winter Terms, with the possibility of Spring Term hours. These positions are considered employment and should be treated as such with the mandatory completion of weekly timesheets and timely responses to your supervisor's requests. The average weekly time commitment varies, depending on faculty requirements. Many positions require the GA to come to campus, though some positions may be flexible on this requirement.

Duties May Include

- Research assistance: literature surveys, bibliographic management, etc.
- Editing assistance: editing manuscripts, managing projects, checking linguistic analyses, etc.
- Teaching assistance: preparation of materials, marking of assignments, recording of marks, and possibly teaching/tutoring for courses
- IT assistance: setting up and managing A2L course shells, moderating online discussions, live-streaming hybrid classes
- Administrative assistance

Qualifications

- Ability to balance GA work with schoolwork (approximately 5-8 hours per week expected)
- Ability to navigate various digital platforms (e.g. learning management systems, word processors, spreadsheets, task managers, cloud storage, etc.)
- English research and writing skills (including attention to detail)
- Ability to work independently
- A thorough knowledge of the MDC style guide
- For biblical studies positions, the ability to read Greek and/or Hebrew
- For other positions (i.e. Chapel) specialized skills will be required

Additional Qualifications for Greek and Hebrew Fellowships Only

- Student at any stage of their PhD program, but post-coursework preferred.
- Available to audit introductory Greek/Hebrew courses in Fall and Winter terms to learn course approach and content.
- Available to teach Greek/Hebrew courses in Spring term following the regular year curriculum.

Students selected for Greek and Hebrew Fellowships will be compensated as Adjunct Faculty while they teach Greek or Hebrew during the spring-summer term.

Brief Description of Service/Administrative Positions

Chapel GA (Worship)

This GA will be involved in weekly chapel services, should have musical skill and experience leading worship.

Chapel GA (Sound)

This GA will be involved in behind-the-scenes work of weekly chapel services and be able to set up and run sound equipment for chapel each week.

Hospitality

This GA will be a point person for international students, helping them become acquainted with life in Canada. The right candidate will also be suited to coordinating volunteers, building a team of those who are enthusiastic about assisting students who are new to Canada.

Information Technology

These GAs will provide assistance with livestreaming classes and other MDC events. Training is provided by IT staff.

Bookstore

This GA will staff the MDC bookstore, selling books and merchandise under the guidance of Bernice Quek (ReadOn Books).

Events

This GA will assist with simple set-up for events, ranging from preparing meals or refreshments for meetings, to assisting with set-up for larger MDC events. The appropriate candidate will be available to be on campus regularly.