

QDIUA Information Session

Queen's Doctoral Internship in University Administration

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Career Services



@myCareerqueensu






To begin, let us acknowledge that Queen's is situated on traditional Anishinaabe and Haudenosaunee territory.

We are grateful to be able to live, learn, and play on these lands.



Agenda

- Queen's Land Acknowledgement
 - Development of the **Queen's Doctoral Internship in University Administration**
 - QDIUA Program Description: What's in a Name?
 - QDIUA Program Components: The Experience
 - QDIUA Program Participants: Who & How
 - Additional Information: Career Services Support
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Development of the QDIUA

Development of the QDIUA

- Partnership between SGS and EL Hub
- 2021 Queen's University Foundational Leadership Program
- Focus: the Career and Professional Development of PhD Graduates
- Administrative Internship programs are successfully running at Yale, Princeton and Columbia Universities

Development of the QDIUA: Bolstering Career Prospects

The Situation

- Imbalance in the economy of careers in academia

Questions

- In addition to tenure track positions, what career-focused opportunities exist within the University?
- How can Queen's help to create pathways to employment for our Ph.D. students, inside *and* outside of academia?

A Solution

- QDIUA → Career Preparedness

QDIUA Program Description

QDIUA Program Description: What's in a Name?

Queen's **D**octoral Internship in **U**niversity **A**dministration (**QDIUA**)

will provide a unique opportunity for Ph.D. students to learn about the University's administrative operations through an internship within an administrative unit at Queen's.

- Explore Careers in University Administration
- Be Mentored by Experienced Administrators
- Strengthen your Professional Skills
- Expand your Professional Network

QDIUA Program Description: Sample Projects

Project Development & Coordination	Coordination of Committees
Policy Analysis & Development	Communication & Outreach Strategies
Collaboration with External Partners	Information Management
Data Collection & Analysis	Financial Management & Budgeting
Event Preparation & Coordination	Development of Alumni Relations
Student & Faculty Training	Needs Assessments & Project Proposals
Report & Publication Writing	Sustainability Planning
Risk Management Processes & Procedures	Program Assessment & Evaluation


QDIUA Program Components: What You Will Experience

QDIUA Program Components

- **Supervision & Mentorship**
 - » Work alongside an Administrative Professional in a Host Unit
 - » Administrator will supervise and mentor the Doctoral Student
- **A Project with Skills Development Coaching**
 - » Mentors in the host unit will guide the Intern's work on an administrative project
- **Guided Reflection and Preparation**




Program Components: Supervision & Mentorship

- PhD Candidates will intern for up to 10hrs/week
 - 13 weeks in the Winter 2022 Term
 - Formal and informal conversations:
 - » Skills and Career Development & University Structures
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Program Components: Project with Skills Development Coaching

Mentors will:

- » Guide and supervise the intern's work
 - » Orient the doctoral candidate to the office environment
 - » Facilitate introductions to team members
 - » Provide feedback on work
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Program Components: Guided Reflection & Preparation

- SGS and the Experiential Learning Hub will support Interns in their Career Development Conversations with their Mentors
 - Workshop Series:
 - » Onboarding for a Successful Transition into the University Administration Work Environment
 - » Goal setting and preparing for Career Development Conversations
 - » Reflection on Your Experience
 - » Skills Articulation and Next Steps in your Career Development
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QDIUA Program Participants: Who & How?


QDIUA Program Participants: Who?

Eligibility Criteria + +

- Students from all Ph.D. programs are eligible to apply, including International Students. Post-Docs are not be eligible.
- *Students must be in the position to have compulsory coursework and comprehensive/qualifying exams, or equivalent **completed by the start of the Winter 2022 term** in order to be eligible to apply.
- Students should discuss their workload with their academic supervisor.
- **Time Commitment:** 130 hours (10 hours per week x 13 weeks)
- **Compensation:** \$26.00/hr + 4% vacation pay



QDIUA Program Participants: How? Application & Selection + Important Dates

- Postings open in MyCareer on Nov. 8
 - Applications due by Nov. 21 (students can apply to as many positions as they are interested in; resume and cover letter required)
 - Interview requests will be emailed to students by Host Units
 - Interviews will be arranged by the Host Unit from Dec. 6-10
 - Successful students will be notified of job offers Dec. 20-23
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Additional Information: Career Services Support



Additional Information:

Supporting Students through the Job Application Process

- Students can participate in QDIUA Resume, Cover Letter and Interview workshops
- <https://www.queensu.ca/exph/qdiua>
- Graduate Internship Coordinator: el.hub@queensu.ca

Q&A

