

Queen's Doctoral Internship in University Administration (QDIUA)

Job Description Template

Office/Department/Program: Career Services

Job Title: Doctoral Intern – Graduate Internship Expansion Project Coordinator

Number of Positions: 1

Fellowship Mentor (if identified at this time): Cathy Keates, Director, Career Services and Experiential Learning

Brief Description of Your Unit/Organization:

Career Services offers a comprehensive range of accessible services to support and empower students in making informed decisions about their careers and further education. We also work closely with employers who are interested in engaging with students through experiential learning opportunities, internships and part or full-time employment.

As a division of Student Affairs, our mission focuses on offering and fostering holistic, diverse opportunities that engage students, support their unique needs and wellbeing, and help them prepare for future success. We promote a collaborative and responsible campus community and are committed to building community, promoting wellbeing, fostering growth and advancing EDII to meet the intersectional and evolving needs of our diverse student population.

Career Services has a strong reputation for providing excellent support for students, and in 2016-17 was [ranked #2 impressive career services model in Canada](#). We are excited to offer an opportunity to supervise and mentor a Ph.D. student as they work on a department project while learning more about our model of service delivery and how our unit fits into the wider landscape of the university's administrative processes.

Intern Responsibilities and Learning Outcomes:

Role Summary

Working under the supervision and mentorship of the Director, Career Services and Experiential Learning, the doctoral intern will work closely with the Experiential Learning Strategist on the "Graduate Internship Expansion" project. This project has two main components: 1) conducting environmental scans of current internship opportunities at the graduate level (one at Queen's, and the second an external scan of structures at five comparator institutions); and 2) writing a report summarizing the key findings of the environmental scans, including an assessment of key considerations, opportunities, challenges, and structural options for the strategic expansion of graduate internship opportunities. During the environmental scan portion of the project, the doctoral intern will conduct internet-based research and attend meetings and consultations with faculty and staff who coordinate graduate student internships.

Key Responsibilities

- Conducts an internet-based environmental scan of existing graduate internship opportunities
- Creates a plan for verifying and gathering more information about existing internship opportunities at the graduate level
- Assists the EL Strategist with outreach with academic partners; contributes to the building of positive relationships with academic partners, learns about the unique interests, needs, structures, and priorities for that academic partner(s)
- Produces a comprehensive map of current graduate internship opportunities at Queen's, and a summary of structures at five comparator institutions
- Writes a report summarizing findings, including an assessment of key considerations, opportunities, challenges, and structural options
- Presents the report to senior leaders in the School of Graduate Studies and Career Services

Intern Learning Outcomes

During this internship, the intern will further develop the ability to:

- Coordinate a project through the design and execution of project plans and work plans
- Understand and interpret established guidelines, procedures, and processes for collaborating within a division of Student Affairs and communicating and consulting with campus partners
- Communicate clearly and professionally with campus partners
- Manage time and meetings using a shared calendaring system
- Work independently in a highly collaborative team environment
- Apply office-specific organizational and time-management strategies to manage competing priorities and meet deadlines
- Design feedback mechanisms, assess feedback and make decisions based on feedback gathered
- Use an EDII lens when proposing strategic recommendations to senior leaders
- Assess own work performance and skills development, as well as future career development goals

Desired Qualifications

Required:

- Project coordination skills and experience coordinating small to medium-sized projects
- Experience working on a team, using interpersonal skills to build positive and productive working relationships with others
- Ability to be adaptable and flexible
- Time management and organizational skills required to manage competing priorities and meet deadlines
- Demonstrated analytical, interpretive, research and problem solving skills. Ability to synthesize information from a wide variety of sources. Ability to conceptualize creative plans and workable solutions
- Strong written communication skills

- Proficient in the use of personal computers and the software applications normally associated with them (i.e., Microsoft Office, web browsers, etc). Ability to adapt to emerging technology and new software
- Demonstrated commitment to principles of equity, diversity, accessibility, inclusion, Indigenization and human rights for equity deserving groups. Respects diversity and promotes inclusion in the workplace

Additional Assets:

- Experience conducting needs assessments, focus groups, and consultations.
- Knowledge of common internship structures at the graduate and undergraduate level
- Experience working or participating in an internship program (grad or undergrad)

Career Services is excited to welcome a doctoral intern to our team! Along with the project and responsibilities described above, the intern will gain a more comprehensive understanding of how Career Services and the Experiential Learning Hub fits within the broader landscape of Student Affairs and the university administration structure. The intern will be exposed to multiple staff and units within Student Affairs and across other administrative units of the university through attendance at relevant meetings and working groups. Through bi-weekly mentorship and coaching conversations with their supervisor, the Director of Career Services and Experiential Learning, the intern will learn more about student development and adult learning approaches and build specific knowledge and skills related to career development practice.