

## Queen's Doctoral Internship in University Administration (QDIUA)

**Job Title:** FAS Data Analyst Intern

**Office/Department/Program:** Dean's Office, Faculty of Arts & Science

**Number of Positions:** 1

**Fellowship Mentor (if identified at this time):** Sharon Regan

### **Brief Description of Your Unit/Organization:**

The Faculty of Arts and Science is the largest faculty at Queen's with approximately 30 departments and programs, offering undergraduate degrees and graduate programs at the masters and doctoral level.

The Faculty of Arts and Science at Queen's provides a challenging and innovative education within the context of a mid-sized, residential University and a research-intensive environment. Research and learning are closely tied in a wide range of graduate and undergraduate programs designed to foster analytical, critical and creative thought as regular habits of mind and to transform students into informed, responsible and educated global citizens.

Currently, approximately 578 faculty members offer courses to approximately 12,912 undergraduates and 1,791 graduate students.

The Dean's Office supports these undergraduate and graduate programs and facilitates budgeting matters, faculty and staff appointments and career development, Faculty planning and coordination of programs and departments.

### **Intern Responsibilities and Learning Outcomes:**

#### *Role Summary*

- Reporting to the Associate Dean (Graduate Studies and Global Engagement), the Data Analyst leads and coordinates quantitative analysis on Graduate Student funding to departments in the Faculty of Arts and Science, and provides strategic advice to senior leadership in support of the equitable and inclusive fiscal management of Graduate Student funding issues.
- Project deliverables will include
  - Collecting and interpreting Graduate Student funding data;
  - Analyzing results;
  - Reporting the results back to the relevant members of the Dean's Office and stakeholders across the Faculty of Arts and Science;
  - Identifying patterns, inequities, inefficiencies and trends in Graduate Student funding data sets;
  - Working alongside targeted Graduate Administrators within the Faculty of Arts and Science and senior leadership team to establish needs;
  - Defining new data collection and analysis processes; and
  - Create final report based around recommendations.

#### *Key Responsibilities*

- Policy Analysis and Development - Identifies, collects, develops, programs, verifies and analyzes data from multiple sources related to Graduate Student funding to support policy analysis and development.
- Project Management - Provides project management and guidance, develops project goals and deliverables; implements business processes and determines/recommends resources.
- Technical Advice and Management - Provides administration for analyzing relevant data; Analyze and assess the accuracy and suitability of data pertaining to Graduate Student funding; Verify and update relevant data published.
- Information and Advice - Provides policy and program support to senior leadership; Participates in the preparation of reports, briefing materials, issues notes and correspondence on technical policy issues and contributes research, data and information in the development of policy proposals related to the data; Assists in briefing senior leadership on specific policy issues, provides technical support at meetings and identifies the need for follow-up and consultation on specific issues.
- Develop Report - present the data gathered to stakeholders for further discussion and opportunities to outline how processes and performances can be improved.

### *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 works plans
- Think critically; using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Analyze systems and operations in order to determine how it should work and how changes will affect outcomes.
- Manage time and meetings using a shared calendar
- Work independently in a highly collaborative team environment
- Apply data analysis to a tangible complex higher education challenge
- Design feedback mechanisms, assess feedback and make decisions based on feedback gathered
- Use an EDII lens when analyzing data and providing recommendations
- Assess work performance and skills development, as well as future career development goals

### **Desired Qualifications**

#### **Required:**

- A degree in the following subjects is beneficial in developing a career in data analysis:
  - Mathematics
  - Computer Science
  - Statistics
  - Economics
- Experience in data models and analysis
- Ability to analyze large datasets
- Strong verbal and written communication skills
- An analytical mind and inclination for problem-solving

- Attention to detail
- Ability to be adaptable and flexible
- Time management and organizational skills required to manage competing priorities and meet deadlines
- 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:**

- Knowledge of Graduate Studies and services and resources available to Queen's Graduate students

The Faculty of Arts and Science is excited to welcome a doctoral intern to our team! Along with the project and responsibilities described above, the intern will be exposed to senior leaders and staff within the Faculty through participating and facilitating relevant meetings and working sessions. Through bi-weekly mentorship and coaching conversations with their supervisor, the intern will learn more about data analysis and policy making and build specific knowledge and skills related to career development practice.