

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

**Job Title:** Engineering Projects Intern

**Office/Department/Program:** FEAS Corporate Relations

**Number of Positions:** 1

**Fellowship Mentor (if identified at this time):** Nicholas Jewitt

This is a unique internship opportunity for a PhD student with experience in the field of engineering to work in the high-growth Corporate Relations department of the Faculty of Engineering and Applied Science at Queen's University. Corporate Relations develops strategy and generates new employer relationships to increase and enhance internship and career opportunities for engineering students. The team collaborates closely with the Queen's Undergraduate Internship Program, the academic departments, the Queen's On Campus Recruiting team at Career Services, Smith School of Business, Engineering Alumni Relations, and the Engineering Society. The Corporate Relations team research industry trends, run employer events, develop resources, and use data to optimize work integrated learning opportunities.

A typical day for the successful candidate will involve performing data analysis projects that meet engineering student career objectives and will include supporting employer and alumni events and the development of engineering career resources.

As a Corporate Relations Associate, you will have the opportunity to strengthen your learning skills and the graduate attributes that are essential for engineering and business. More specifically, you will:

1. Develop a strong understanding of engineering industries and employer needs
2. Collect and collate industry and employer data
3. Perform analysis of data for professional opportunities, insights, and recommendations
4. Investigate data automation processes
5. Perform administrative and operational tasks as needed
6. Represent the Faculty of Engineering and Applied Science at Corporate Relations events such as employer panels and conferences, as well as other strategic employer and alumni events

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

#### *Role Summary*

- The intern will assist the Manager of Corporate Relations research and analyze data relating to employer relations, engineering industries, and student career engagement.
- This role will support Corporate Relations virtual and in-person events with engineering employers, such as speaker panels featuring interns, alumni and recruiters.

#### *Key Responsibilities*

- Develops project plans and work plans to determine project goals, scope, tasks and deadlines
- Conducts research related to skills and career development, including common practices and resources at comparable institutions

- Collaborates with the Corporate Relations team to increase efficiency in data acquisition and processing
- Coordinate between stakeholders that use and manage data sources
- Writes reports to summarize research, feedback and proposed next steps in preparation to launch skills cards

### *Intern Learning Outcomes*

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

- Coordinate a project through from design to completion
- Communicate clearly and professionally with campus partners, external stakeholders, and team members
- Manage time and meetings using an Outlook calendar
- 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 developing student resources and delivering workshops
- Assess work performance and skills development, as well as future career development goals

### **Desired Qualifications**

- Passion for learning and developing new skills
- Analytical and problem-solving skills to find effective solutions
- Communications and interpersonal skills to interact with a variety of people with various levels of technical knowledge
- Ability to work collaboratively in teams
- Demonstrated editing and writing skills to prepare documentation
- Effective time management skills in order to successfully manage a range of responsibilities and quickly adjust to changing priorities
- Attention to detail
- Enthusiasm to support strong client or industry partnerships in consideration of the diverse student needs and inclusive working environments
- Demonstrated technical knowledge or experience in 1 or more of the following areas:
  - Experience working with Excel, Spreadsheets or a database
  - Experience with Matlab, Data analysis, or Programming (any language)
- Experience with Microsoft Word and Outlook
- Preference given to PhD students with academic and/or professional experience in the field of engineering and applied science

Corporate Relations 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 Corporate Relations fits within the broader landscape of the Faculty of Applied Science and the university administration structure. Through weekly mentorship and coaching conversations with their

supervisor, Manager of Corporate Relations, the intern will learn more about how data is used to inform decision making and build specific knowledge and skills related to career development opportunities.