

Queen's Doctoral Internship in University Administration (QDIUA)

Job Title: SGS Supervision Resources Intern

Office/Department/Program: School of Graduate Studies

Number of Positions: 1

Fellowship Mentor (if identified at this time): Christopher DeLuca & Heather Merla

Brief Description of Your Unit/Organization:

Under the auspices of Senate, the School of Graduate Studies (SGS), in concert with the Faculties/Schools, is responsible for the conduct of graduate studies at Queen's University. Its mandate is to support student achievement consistent with the highest possible academic standards in graduate degree programs and to foster excellence in graduate student research.

The SGS fulfills its mandate in collaboration with Faculties/School through the development and implementation of appropriate regulations and operating procedures for admissions, programs of study, and completion of degree requirements and through the support of graduate students.

Our mission at SGS is to create a learning and research culture that inspires graduate students and postdoctoral fellows to lead the way toward a better future for our global community. Learning at Queen's is inspired by an inclusive and collaborative community where we prioritize wellbeing for academic and professional success. Through our local and global reach, we connect our students and fellows with diverse communities to engage in collaborative knowledge creation and real world scholarship. By fostering a thriving graduate and postdoctoral culture, we lead our graduates and fellows towards a better future.

Intern Responsibilities and Learning Outcomes:

Role Summary

- The intern will assist the Associate Dean, School of Graduate Studies, and the Coordinator, Communications and Postdoctoral Training, with the creation of a set of resources on graduate student supervision for faculty members and graduate students to support a culture of strong supervision at Queen's
- Project deliverables will include
 - An environmental scan of supervision resources for faculty and students at other universities
 - Developing resources to support students and faculty in productive student-supervisor relationships
 - Updating the SGS Graduate Supervision Handbook
 - Written content for a forthcoming online module for faculty on graduate supervision that reflects student and faculty perspectives and integrates principles of equity, diversity, inclusivity, and Indigeneity (EDI) in graduate supervision and links to policies and resources at Queen's

Key Responsibilities

- Develops project plans and work plans to determine project goals, scope, tasks, and deadlines
- Surveys best practices in graduate supervision, particularly common practices and resources at comparable institutions
- Develops and reviews drafts of resources on supervision for students and faculty; assesses and incorporates feedback into final draft, including recommendations for scenario descriptions and examples to reflect EDII
- Updates existing documents on graduate supervision and ensures alignment in the development of new resources
- Works with the Dean's Assistant to acquire and evaluate quotes for printing of physical resources
- Distributes draft resource material to internal and external audiences to gather input into content and relevance to intended audiences
- Creates a communication and marketing plan for determining how supervision resources and materials will be promoted

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
- Understand and interpret established guidelines, procedures, and processes for collaborating within SGS and communicating and consulting with campus partners
- Communicate clearly and professionally with campus partners
- Manage time and meetings using an Outlook calendar
- Work independently in a highly collaborative team environment
- Design feedback mechanisms, assess feedback and make decisions based on feedback gathered
- Use an EDII lens when developing student and faculty resources
- Assess work performance and skills development, as well as future career development goals

Desired Qualifications

- 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.
- 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.).
- 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.

SGS 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 SGS fits within the broader landscape of the university administration structure. The intern will be exposed to senior leaders and administrators within SGS through attendance at relevant meetings. Through bi-weekly mentorship conversations with their supervisor, Associate Dean, School of Graduate Studies, and weekly meetings with the Coordinator, Communications and Postdoctoral Training, the intern will learn more about student development and the landscape of graduate education.