

QDIUA Job Description (2022-23)

Office/Department/Program: Career Services

Hiring Coordinator: Bethany Stinson

Hiring Coordinator Email: bethany.stinson@queensu.ca

Job Title: Experiential Learning Resource Developer

Number of Positions: 1

Fellowship Mentor (if identified at this time): Katie Fizzell (EL Strategist) and Lily Abediny (Director, Career Development 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 had an incredibly positive and productive experience with the QDIUA last year. We are excited for another 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:

Working under the supervision and mentorship of both the Experiential Learning (EL) Strategist and the Director, Career Development and Experiential Learning, the doctoral intern will work closely with the EL Strategist on updating the existing EL Faculty Toolkit and creating new resources to support reflective learning for curricular-based experiential learning opportunities. The intern's role will focus on diversifying our current set of reflective resources to give experiential learning instructors and program coordinators more inclusive tools for engaging students in reflective practice.

Key Responsibilities

- Conducts an environmental scan of recent developments and recommendations in the field of experiential learning/reflective learning strategies with a focus on methods of reflective practice that are inclusive of diverse ways of knowing and understanding how we learn from experience

- Creates a plan for consulting with subject matter experts at Queen's, and other post-secondary institutions where applicable, to learn more about inclusive and diverse practices for reflective practice
- Assists the EL Strategist in drafting 1-2 new resources that an EL instructor/program coordinator could use to diversify their strategies for engaging students in reflective learning
- Assists the EL Strategist with making revisions and updates to the EL Faculty Toolkit to incorporate considerations related to equity, diversity, inclusivity and Indigeneity in experiential learning course design and implementation

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 internal and external partners
- Communicate clearly and professionally with internal and external 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
- 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
- Commitment to Equity, Diversity, Inclusion and Indigeneity and a demonstrated understanding of how to apply these concepts to the development of educational resources (no previous experience in the field of educational resource development required)

Additional:

- Familiarity with the concepts of decolonization and Indigenization and how these can be applied in an educational setting is considered an asset for this role
- Familiarity with anti-racism, anti-oppression, and sexual and gender diversity, and knowledge of how these concepts and practices can be applied in an educational setting is considered an asset for this role

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 monthly mentorship and coaching conversations with their supervisors, the intern will learn more about student development and adult learning approaches and build specific knowledge and skills related to career development practice.