

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

## Job Description Template

**Office/Department/Program:** Faculty of Education

**Job Title:** Doctoral Intern – Online Graduate Expansion Project Coordinator

**Number of Positions:** 1-2

**Fellowship Mentor** (if identified at this time): Erin Rennie (Director of Graduate Program Administration) and Ted Christou (Associate Dean of Graduate Studies)

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

At the Faculty of Education, our undergraduate and graduate students explore and examine teaching and learning from a variety of perspectives across diverse contexts. Our inclusive community, along with international connections, provides students with exciting cross-cultural learning opportunities.

Our graduate programs develop leaders in education through teaching, research, and professional collaboration. The Graduate Studies Office's mandate is to support student achievement consistent with the highest possible academic standards and to foster excellence in graduate student professional development and research. We are committed to creating and supporting communities where equity, diversity, inclusion, and indigeneity are embraced and celebrated.

The Faculty of Education Graduate Studies Office currently runs five graduate programs (mix of on-campus, online, and blended) and student enrolment is continually growing. Our students come from a variety of settings including schools, governments, universities, professions, and people in career transitions.

We are excited to offer an opportunity to supervise and mentor a PhD student as they work on a unit project aligned with the University's mission to be innovative, interdisciplinary, and international and advance the vision of the Faculty of Education to be a leader in the educational landscape.

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

#### *Role Summary*

Working under the supervision and mentorship of the Director of Graduate Program Administration and the Associate Dean of Graduate Studies, the doctoral intern will work closely on the "Online Graduate Expansion" project. The project has two main components and project deliverables will include:

- 1) Conducting an external environmental scan of EdD programs at five to six comparator institutions
- 2) Reviewing graduate level competency-based programs at Queen's and across Canada for supervisory and program structures, curriculum coherence, assessment, and evaluation strategies.
- 3) Write a report summarizing the key findings of the environmental scans, including an assessment of key considerations, opportunities, challenges, structural options and best practices for competency-driven, professional doctoral programs for a potential EdD Queen's pathway.

During the environmental scan portion of the project, the doctoral intern will conduct internet-based

research, attend meetings, and consultations with faculty, staff and administration who are key stakeholders in the Faculty of Education and Queen's University.

### *Key Responsibilities*

- Conducts an internet-based environmental scan of existing EdD programs at comparator institutions
- Creates a plan for verifying and gathering more information about existing EdD programs
- Learns about the unique interests, needs, structures, and priorities for various academic partner(s)
- Produces a comprehensive map summary of structures at five to six 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 Faculty of Education

### *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 the Faculty of Education 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.).
- 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 competency-based education
- Experience with curriculum mapping and/or Degree Level Expectations

The Faculty of Education is excited to welcome up to two doctoral interns to our team! Along with the project and responsibilities described above, the intern(s) will gain a more comprehensive understanding of how Graduate Studies fits within the broader landscape of the Faculty of Education and the university administration structure. Through bi-weekly meeting with their supervisor, Associate Dean, and weekly meetings with the Director, the intern will learn more about data analysis, student development and the landscape of graduate education.