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

**Hiring Coordinator:** David Mignault  
**Hiring Coordinator Email:** david.mignault@queensu.ca

**Job Title:** Project officer – SEEES/Grad/Research  
**Number of Positions:** 1

**Fellowship Mentor (if identified at this time):** Warren Mabee, Associate Dean

**Brief Description of Your Unit/Organization:**
The Faculty of Arts & Science is home to almost 13,000 undergraduate students and almost 1,800 graduate students. We are organized into more than 30 individual units and employ almost 600 faculty members and 350 administrative staff. The Dean’s office is home to Dean Barbara Crow, Vice-Dean Lynda Jessup, and Associate Deans Jenn Stephenson (Academic), James Fraser (Teaching and Learning), Stéfanie von Hlatky (Research), and Warren Mabee (Grad, Policy Studies). The Dean’s office also includes staff focused on student services, marketing and communications, advancement, equity/diversity/inclusion/Indigeneity, finance, and advancement. The Dean’s office is responsible (among other things) for guiding the Faculty in implementing the FAS Strategic Plan, the key pillars of which include strengthening our research prominence, enriching the student experience, transforming our spaces, and supporting our people (see [https://www.queensu.ca/artsci/about/meet-the-dean/strategic-planning-in-our-faculty](https://www.queensu.ca/artsci/about/meet-the-dean/strategic-planning-in-our-faculty)). An annual review is published each year (see [https://www.queensu.ca/artsci/annualreview](https://www.queensu.ca/artsci/annualreview)) which contains updates on our progress towards the goals in our plan.

**Intern Responsibilities and Learning Outcomes:**
The core responsibilities of this internship are to support three inter-related projects that will in turn help us meet goals in the Faculty Strategic Plan. These goals are (a) to support the Associate Dean Grad in completing a report on graduate student concerns, begun last year; (b) to work with the Associate Dean Research in thinking about how graduate students might interact with research Centres and Institutes to address concerns about funding, times to completion, and career pathways; and (c) to work with the Associate Dean group in considering a staffing strategy to better support grad students and research initiatives in the Faculty.

Upon completion of the internship, the successful candidate will be able to:

1. Demonstrate communication skills through preparation and delivery of oral and written reports;
2. Describe the roles of graduate students in delivery of research through a variety of institutional mechanisms
3. Evaluate options for staffing that better support students and research

**Desired Qualifications**
**Required:**
The ideal candidate for this role is a graduate student with strong communication skills, the ability to manage time, experience working with datasets, and the ability to work independently.

**Additional:**
Demonstrated understanding of institutional structures and strong data management skills.