

Office/Department/Program: Arthur B. McDonald Canadian Astroparticle Physics Research Institute (McDonald Institute).

Hiring Coordinators: Chineze Onuoha (Program Officer) and Alexandra Pedersen (Business Development Officer)

Hiring Coordinator Email: chineze.onuoha@queensu.ca; alexandra.pedersen@queensu.ca

Job Title: McDonald Institute Administrative Intern

Number of Positions: Up to 3

Fellowship Mentor (if identified at this time): Chineze Onuoha (Program Officer), Greg Ridge (Finance Officer), Alexandra Pedersen (Business Development Officer), Mark Richardson (Education and Outreach Officer) - an appropriate mentor will be selected in consultation with the Intern.

Brief Description of Your Unit/Organization: The [Arthur B. McDonald Canadian Astroparticle Physics Research Institute \(McDonald Institute\)](#) is Canada's network for astroparticle physics research, uniting researchers, theorists, and technical experts within one organization. Inspired and building on the legacy of Dr. Arthur McDonald (Nobel Laureate, 2015) and the SNO+ experiment, the McDonald Institute aims to connect talent within the larger community to maximize Canada's scientific impact.

In 2016, the institute was awarded \$63.7 million through the Canada First Research Excellence Fund. This award enables the McDonald Institute to significantly build on Canada's capacity to deliver a world-leading scientific program in astroparticle physics while engaging industrial partners, students, and Canadians of all ages. Part of the role of the administrative staff team is to coordinate the spending of this money through research grant programs, student funding, training opportunities, lab and research exchanges, as well as innovation and commercialization efforts.

The Institute consists of fifteen faculty members and research scientists across eight institutions in Canada. A team of research associates, postdoctoral fellows, graduate students, engineers, technical experts and administrative staff deliver on the research and programming to support the function of the Institute. The administrative office for this national network is housed at Queen's University (Stirling Hall). In 2019, the McDonald Institute administrative team was awarded the Principal's Special Recognition Award for outstanding contributions to the learning and working environment at Queen's University.

The McDonald Institute welcomes applicants for the QDIUA from any discipline who is interested in leveraging their skills when learning more about the function of a [Tier 1 Research Institute](#) at Queen's University. The Institute is committed to employment equity and diversity in the workplace and encourages applications from equity-deserving students to gain skills and experience in administrative roles.

Intern Responsibilities and Learning Outcomes:

The McDonald Institute Administrative Intern(s) will have the opportunity to work with several key administrative staff members to teamwork and individual staff functions of pre- and post-awards and services within the Institution. Student intern(s) will be exposed to the following responsibilities and learning outcomes:

Responsibilities:

- Working with the Program Officer to administer post-award coordination, which includes notifications, record-keeping and compliance monitoring to satisfy granting agency guidelines (i.e. Canada First Research Excellence Fund).
- Working with the Finance Officer to develop an efficient tracking system for invoices and payroll reconciliation.
- Working collaboratively with McDonald Institute university and lab partners across Canada to evaluate data collection and reporting methods to ensure efficiency.
- Working cooperatively with all McDonald Institute staff to support their success in other program areas (i.e., strategizing network outreach)
- Collaborate with the Managing Director and other key administrative staff to develop a strategic information management system (internally) for McDonald Institute.
- Working with the Education and Outreach Officer to establish a database and network for teacher resources for Canadian teachers in particular, but with flexibility to expand to international communities.

Learning Outcomes:

- Intern(s) gain and develop professional competencies in time and project management, internal and external communications, team collaboration, strategic thinking and planning.
- Intern(s) develop a more comprehensive understanding of how a Tier 1 Research Institute functions at Queen's University, as well as the other nine (9) university and laboratory partners across Canada.
- Interaction and network with administrative staff members at Queen's University, and the other nine university and laboratory partners, expanding their connections internally and externally.
- Understand the uniquely complex Canadian education system through engaging teacher associations across different provinces.
- Understand the importance of Equity, Diversity, Inclusion, and Indigenization (EDII) as a foundation in all aspects of administrative staff services and supports.
- Intern(s) see degree versatility through the multiple administrative staff who hold PhD's, MBA's and other professional degrees.

Intern(s) will also have one dedicated mentor within the administrative unit, who will be selected based on appropriate mentorship (i.e., aligning career aspirations, EDII considerations, and skills with the appropriate administrative staff member).

If we are afforded one (1) intern, we will rotate the intern between administrative staff roles

(shadowing and working with the Program Officer, Finance Officer, Education and Outreach Officer, and/or Business Development Officer) to understand the full life cycle of research and programming at the McDonald Institute.

If we are afforded two-three (2-3) interns as part of QDIUA, we would tailor the responsibilities around each intern's desired outcomes for learning and skill building. We would also create a collaborative project in which the interns would work together, while still learning and shadowing at least one administrative staff member to understand roles and responsibilities within the Institute. The project may be creating a new program for strategizing internationalization of the Institute's programming (i.e., education and outreach), or creating an information management strategic plan for the entire institute.

Desired Qualifications: PhD student or candidate in any discipline with an interest in award administration, program development, information management, and/or strategic institutional planning.

Required: Ability to adapt to new technologies and working in-person and remote.

Additional: Keen interest in time and project management skills, communication skills, service and support responsibilities, grants and awards, independent as well as teamwork.