

Department: Centre for Teaching and Learning (CTL)

Position: Faculty Needs Assessment Intern

Position Overview

The Centre for Teaching and Learning (CTL) is seeking a motivated and detail-oriented intern to support the analysis and reporting of the 2027 Teaching Faculty Needs Survey. This is a unique opportunity to contribute meaningfully to institutional decision-making while gaining hands-on experience in a post-secondary administrative environment. The successful candidate will work closely with CTL staff and leadership to analyze survey data, synthesize findings, and produce a formal report with actionable recommendations that will inform professional development in teaching and learning priorities across the institution.

Intern Responsibilities

Data Analysis

- Clean, organize, and analyze quantitative survey data collected from teaching faculty across the institution
- Apply appropriate statistical methods to identify trends, patterns, and areas of need
- Use data analysis tools (e.g., SPSS, R, Excel, or similar) to produce accurate and meaningful results

Reporting and Communication

- Synthesize complex data findings into clear, accessible written narratives
- Develop data visualizations (charts, graphs, tables) to support report clarity
- Draft a comprehensive outcomes report including methodology, findings, and evidence-based recommendations
- Revise and refine report content in collaboration with CTL staff

Project Support

- Participate in regular check-in meetings with CTL staff and supervisors
- Maintain organized project documentation and adhere to established timelines
- Contribute ideas and perspectives during team discussions and planning sessions

Learning Outcomes

This internship is designed to provide a well-rounded professional experience. Upon completion, the intern will have:

- **Gained and/or developed professional competencies** in research, data analysis, technical writing, and report development that directly complement their degree training

- **Developed a more comprehensive understanding** of how the administrative side of a university functions, including how data and evidence inform institutional programming, policy, and planning
- **Collaborated with administrative professionals** within the university, building meaningful connections and expanding their professional network within a post-secondary setting
- **Been exposed to career paths** available within the post-secondary sector, including roles in educational development, institutional research, and academic administration

Qualifications

Required

- Currently enrolled as a PhD student at Queen's University
- Demonstrated experience with quantitative research methods and data analysis
- Practical experience with data tools and technologies (e.g., advanced Excel skills (Power Query, macros), visualization/reporting tools such as Power BI, and AI assisted tools and workflows). Experience with scripting or query languages is an asset
- Strong ability to synthesize complex information and communicate findings clearly in writing
- Excellent attention to detail and organizational skills
- Commitment to maintaining strict confidentiality and handling sensitive information in accordance with university policies.
- Ability to work independently and manage time effectively

Preferred

- Experience with survey methodology or working with large datasets
- Familiarity with data visualization tools or techniques
- Experience writing formal reports or research summaries for non-specialist audiences