

Queen's Doctoral Internship in University Administration (QDIUA)

Job Description

Office/Department/Program: Faculty of Arts and Science (Faculty Office Position)

Hiring Coordinator: Kim Bellefontaine

Hiring Coordinator Email:

Job Title: Graduate Research Strategy Intern

Number of Positions: 1

Fellowship Mentors (if identified at this time): Associate Deans Stéfanie von Hlatky & James Fraser

Brief Description of Your Unit/Organization:

Making up approximately half the University the Faculty of Arts and Science offers, in 30+ departments and schools, an extraordinary scope of educational and research possibilities encompassing the creative arts, languages, humanities, social sciences, and physical and natural sciences.

The Faculty of Arts and Science is a place where exceptional students learn to analyze and think critically, communicate and debate, interpret and judge independently - skills that are sought after by employers, professional schools and postgraduate programs.

The Faculty of Arts and Science at Queen's provides a challenging and innovative education within the context of a mid-sized, residential University and a research-intensive environment. Research and learning are closely tied in a wide range of graduate and undergraduate programs designed to foster analytical, critical and creative thought as regular habits of mind and to transform students into informed, responsible and educated global citizens.

Intern Responsibilities and Learning Outcomes:

Role Summary

- The intern will assist the Associate Dean (Research) and Associate Dean (Graduate Studies) with the development of a strategy on increasing graduate-level research opportunities within the Faculty of Arts and Science.
- Project deliverables will include
 - Research on existing practices and gaps tied to integrating graduate student opportunities in Faculty-led research programs
 - Designing a presentation which includes key metrics on research funding for graduate students, intended for internal partners (Dean's group, SGSPA, Graduate Chairs)
 - Writing a report that can inform policy development on enhancing the research profile of our graduate program

Key Responsibilities

- Develops project plan with key milestones for research objectives and deliverables

- Conducts data collection and analysis tasks on graduate research fellowships and graduate funding tied to Faculty-led tri-council applications
- Collaborates with Associate Deans in designing presentations and reports tied to goals of improving graduate participation in Faculty-led research, including recommendations that reflect key considerations tied to equity, diversity, inclusion and Indigeneity
- Collaborates with Marketing and Communications to ensure the presentation and report are consistent with branding guidelines, including Queen's Visual Identity policy and standards
- Interviews stakeholders (graduate chairs, graduate students) to capture different research profiles of graduate students that enhance qualitative evidence base for recommendations in the final report
- Writes a final report, in collaboration with the Associate Deans, to summarize research, feedback and recommendations

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 works plans
- Understand and interpret established guidelines, procedures, and processes for collaborating within the Faculty Office and different university partners
- Communicate clearly and professionally with Faculty Office staff and university partners
- Manage time and meetings using an Outlook calendar
- Work independently in a highly collaborative team environment
- Apply office-specific organizational and time-management strategies to manage competing priorities and meet deadlines
- Use an EDII lens when performing data collection and analysis tasks that are fundamental to the key deliverables (presentation and report)
- Assess 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.

- 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 with data collection and analysis
- Knowledge of the graduate student research landscape at Queen's
- Ability to assess needs of graduate students and determine how to meet those needs

The Faculty Office (Faculty of Arts and Science) 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 the Faculty of Arts and Science supports graduate-level research, as well as the university administration structure. The intern will be exposed to senior leaders within the Faculty of Arts and Science and the School of Graduate Studies and Postdoctoral Affairs through attendance at relevant meetings. Through bi-weekly mentorship and coaching conversations with the two lead Associate Deans for this internship (Research & Graduate Studies), the intern will build specific knowledge and skills related to promoting a research excellence model that enhances graduate student opportunities.