

Office/Department/Program:

School of Graduate Studies and Postdoctoral Affairs

Job Title: International Impact Intern

Brief Description of Your Unit/Organization:

Under the auspices of Senate, the School of Graduate Studies and Postdoctoral Affairs (SGSPA), in partnership with the Faculties and Schools, provides leadership for graduate students and postdoctoral researchers at Queen's University. Its mandate is to advance excellence in graduate and postdoctoral education, support academic and professional development, and enable researchers to generate knowledge, drive innovation, and create meaningful impact in Canada and around the world.

SGSPA recognizes postdoctoral researchers as essential contributors to Queen's research enterprise and as emerging research leaders. They bring specialized expertise, creativity, and new perspectives that expand the boundaries of knowledge and contribute directly to research excellence, interdisciplinary collaboration, innovation, mentorship, and knowledge mobilization. SGSPA is committed to providing the environment, mentorship, resources, and professional development opportunities that enable postdoctoral researchers to thrive, develop research independence and leadership, and pursue diverse career pathways. Our mission is to support postdoctoral researchers not simply as the next generation of scholars, but as researchers and leaders making important contributions today to Queen's research excellence and broader societal impact.

Through local, national, and global connections, SGSPA creates opportunities for interdisciplinary collaboration, professional development, innovation, and knowledge mobilization. We enable researchers to translate discovery into meaningful impact—informing policy and practice, strengthening communities, advancing innovation, and addressing complex challenges. By fostering a thriving graduate and postdoctoral culture, SGSPA strengthens Queen's research ecosystem and amplifies the impact of its researchers, positioning postdoctoral researchers as drivers of research excellence, innovation, and societal impact.

Intern Responsibilities and Learning Outcomes:

The International Impact Intern will undertake a focused, evidence-based study of the activities and contributions of postdoctoral researchers to Queen's research excellence, reputation, and long-term impact. Working with readily available publication, citation, and research data, the intern will identify postdocs' contributions to internationally recognized research projects, key research areas, and collaborative research teams. With this information, the intern will document examples that demonstrate postdoc impact and visibility within Queen's and more broadly. The project will also explore the career trajectories and longer-term contributions of former Queen's postdocs in the academic and non-academic world. Through this work, the intern will gain experience in research data analysis, evidence synthesis, and communicating research impact, while contributing

to a concise evidence base demonstrating how postdoctoral researcher strengthens Queen's research capacity and competitiveness.

Key responsibilities

- Develops a project plan and work plan to define project objectives, activities, deliverables, and timelines
- Conducts investigation and analysis of postdoctoral researchers' contributions to Queen's research excellence, including their publications, citations, international visibility, and key research areas
- Collects, organizes, and analyzes relevant publication, citation, and institutional research data
- Identifies examples and case studies demonstrating the contributions and impact of postdoctoral researchers
- Collaborates with Faculties, Schools, research teams, and institutional stakeholders to validate findings and identify additional evidence
- Prepares concise reports, data summaries, and visualizations communicating findings and demonstrating the value of investment in postdoctoral researchers
- Where feasible, examines the career trajectories and longer-term contributions of former Queen's postdoctoral researchers

Intern Learning Outcomes

During this internship, the intern will further develop the ability to:

- Plan and coordinate a research project from design through completion
- Analyze quantitative and qualitative data from multiple sources
- Assess and communicate research impact using evidence-based approaches
- Identify trends and insights from research and citation data
- Communicate findings clearly and professionally to diverse stakeholders
- Work independently and collaboratively while managing competing priorities and deadlines
- Synthesize complex information into concise reports, summaries, and visual materials
- Develop evidence-based recommendations and critically assess research findings
- Strengthen research, analytical, communication, and project-management skills relevant to future career development

Desired Qualifications

Required:

- Strong research, analytical, and organizational skills
- Ability to gather, organize, and interpret information from multiple sources
- Strong written and verbal communication skills
- Ability to work independently, manage deadlines, and collaborate effectively with others
- Attention to detail and ability to synthesize complex information clearly

Additional:

- Experience with research, data analysis, or literature reviews
- Familiarity with publication and citation databases (e.g., Scopus, Web of Science, Google Scholar) or a willingness to learn how to use databases would be an asset
- Experience with Excel or other data analysis and visualization tools
- Interest in research impact, higher education, or the role of postdoctoral researchers in advancing research and innovation
- Experience in preparing reports, presentations, or data visualizations

The SGSPA is excited to welcome a doctoral intern to our team! Along with the project and responsibilities described above, the International Impact Intern will gain a more comprehensive understanding of how SGSPA fits within the broader landscape of the university administration structure. The intern will be exposed to senior leaders and administrators within SGSPA through attendance at relevant meetings. Through monthly mentorship conversations and weekly meetings with their supervisor, the intern will learn more about the landscape of graduate education and postdoctoral academic and non-academic careers.