

## **Queen's Doctoral Internship in University Administration (QDIUA)**

**Office/Department/Program:** Office of the Principal

**Job Title: Doctoral Intern** – Community Engagement Coordinator

**Number of Positions:** 1

### **Brief Description of Your Unit/Organization:**

The Office of the Principal at Queen's University is responsible for the university's academic and executive management, serving as the chief officer accountable to the Board of Trustees and the Senate. Key functions include setting the university's overall budget, approving academic appointments, policy formulation, and representing the university to external bodies like the Council of Ontario Universities (COU). The Principal also champions strategic initiatives, such as teaching and learning innovation, equity and diversity, the United Nations sustainable development goals (SDGs) and community engagement, through various committees and programs.

In 2023 the Office of the Principal launched the Special Advisor Role for Community Engagement. A council was established, and many activities have taken place since then to map, understand and advance community engagement at Queen's. With the launch of the framework at an event this fall, we collected ideas about next steps.

### **Internship Responsibilities and Learning Outcomes**

#### **Role Summary:**

Working with supervision from the Special Advisor for Community Engagement, and in collaboration with members of the Office of the Principal, the intern will support administrative coordination to move the vision for community engagement forward. This includes but is not limited to planning, project coordination, support to meetings, strategic communications, reporting, and partnership relations and development.

## **Key Responsibilities:**

The successful candidate will provide support to the Special Advisor key priorities for 2026:

- Upholding the principles for Community Engagement (CE) as set out in the CE Framework
- Supporting ongoing consultations and collaborations with community, faculty and staff related to community engagement initiatives
- Advancing the next phase of development of a student reporting tool known as the Community Engagement Record (CER)
- Working with others to coordinate and host community engagement activities (e.g. open space discussions, working groups, capacity building sessions, knowledge exchange sessions)
- Developing materials to connect with university, community and alumni in support of community engagement
- Crafting online stories/blogs about successful community engaged projects within our network
- Drafting ideas to incentivize and/or recognize (e.g. awards) the value of community engagement efforts with students, staff and faculty
- Supporting web content development
- Participating in the development of evaluation measures and the implementation of evaluation measures of community-engagement
- Supporting the Special Advisor in reporting of community-engagement progress to constituents.
- Performing other administrative duties as required.

## **Key Partnerships:**

The successful candidate will work closely with the Manager Strategic Initiatives, and the Manager Communications, in the Office of the Principal.

## **Intern Learning Outcomes:**

- Development of professional competencies to complement PhD training
- Understanding of how the administrative side of the university functions

- Ability to collaborate with a wide range of administrative professionals within the university, and expansion of professional network
- Exposure to a wide range of career paths within the post-secondary sector

### **Required Qualifications:**

- Must be currently enrolled as a PhD student at Queen's University
- Experience working on a team, using interpersonal skills to build positive and productive working relationships with others
- Ability to be adaptable and flexible within the project needs
- Project coordination skills, time management and organizational skills are required to manage competing priorities and meet deadlines
- Demonstrated analytical, interpretative, 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 with technology and software applications. Willingness to learn new technology (e.g. Canva, NVivo, Covidence)

### **Additional Assets:**

- Experience conducting needs assessments, focus groups, and consultations
- Knowledge and experience using social media platforms

The Office of the Principal, and the Special Advisor on Community Engagement is excited to welcome a doctoral intern to the team. Along with the responsibilities described above, the intern will gain a comprehensive understanding of how strategic initiatives, most specifically for this role in the area of Community Engagement, support the broader mandate of the university. The successful candidate will support closely the Special Advisor to the Principal on Community Engagement, and work alongside other members of the Principal's office team. Through mentorship, and team collaboration, and in addition to their main responsibilities, the intern will be exposed to, and gain a greater understanding of, other departments, areas, and strategic drivers of the university.