

Queen's Doctoral Internship in University Administration (QDIUA)

Office/Department/Program: Office of the Principal

Job Title: Doctoral Intern – Sustainable Development Goals 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 the United Nations Sustainable Development Goals (SDGs), established an advisory council, and has undertaken several initiatives since then to map, understand and advance SDGs at Queen's. Queen's is also collaborating with Responsible Futures, a change program and accreditation partner, that works with universities to embed sustainability into formal and informal education.

Internship Responsibilities and Learning Outcomes

Role Summary:

Working under the supervision of the Special Advisor for SDGs, and in collaboration with members of the Office of the Principal, the intern will support administrative coordination to move the institutional vision for SDGs forward. This includes but is not limited to planning, project coordination, support to meetings, strategic communications, reporting, partnership relations and development, and preparation for the next Responsible Futures student-led audit.

Key Responsibilities:

The successful candidate will provide support to the Special Advisor on the following key priorities:

- Support the implementation of activities and goals as identified in the Queen's SDG Framework
- In collaboration with the Manager Strategic Initiatives, take action on key priorities identified in the 2024 Responsible Futures SDG Audit Report, identifying areas of focus to drive change and improve performance ahead of next audit.
- In collaboration with Manager Strategic Initiatives, identify and engage student stakeholders interested in being auditors, and begin relationship building and logistical preparation for an audit to take place in summer 2026.
- Identify, create, update, and upload evidence into the Responsible Futures online portal in preparation for the 2026 student-led audit.
- Complete a comprehensive review of SDG-related courses at Queen's, using methodology established by the University of Toronto.
- Engage in communication with department heads to identify "top 3" SDG-related courses for the department.
- Support ongoing consultations and collaborations among stakeholders, faculty and staff related to SDGs, in particular, supporting an SDG council meeting in April 2026.
- Provide support to the SDG Implementation Council Working Groups
- Provide information about SDG projects and opportunities to external partners
- Support the development of online stories/blogs about successful SDG projects within our network
- Contribute ideas about how to incentivize and/or recognize the value of SDG efforts with students, staff and faculty
- Support web content development
- Participate in the development of evaluation measures and the implementation of evaluation measures of SDGs
- Support the Special Advisor in reporting of SDG progress to stakeholders
- Perform 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
- Knowledge of the United Nations Sustainable Development Goals (SDGs).
- 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 within the project needs
- 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. Ability to learn new technology

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 SDGs 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 SDGs, support the broader mandate of the university. The successful candidate will support closely the Special Advisor to the Principal on SDGs, 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.