

Office/Department/Program

Queen's AI Nexus (ITS and Office of the Provost)

Job Title

AI Nexus: Governance and Literacy Intern

Brief Description of Your Unit/Organization

The Queen's AI Nexus is a university-wide strategic advisory body supporting the responsible, effective, and innovative integration of artificial intelligence across teaching and learning, research, administration, and institutional operations. The Nexus brings together faculty, staff, students, and university leaders to advance AI literacy, policy development, governance, innovation, and institutional capacity-building. The Nexus operates through three active subcommittees focused on Teaching and Learning, Operations, and Research and Research Administration, as well as a cross-cutting AI Literacy Working Group. The Nexus supports the university's strategic approach to AI by fostering collaboration, informed decision-making, community engagement, and responsible adoption practices.

The AI Nexus is committed to inclusive excellence and responsible innovation. We recognize that emerging technologies create both opportunities and challenges and strive to ensure equitable access to AI literacy, diverse representation in decision-making processes, accessibility-conscious implementation, and ethical approaches to technology adoption. Interns will work alongside university administrators, faculty leaders, technical experts, and student representatives while gaining exposure to institution-level governance and strategic planning.

Intern Responsibilities and Learning Outcomes

The AI Nexus: Governance and Literacy Intern will contribute to the administrative, scholarly, and operational work of the AI Nexus and its associated working groups. Working under the supervision of the Special Advisor to the Provost on Generative AI, the intern will support governance processes, coordinate committee activities, contribute to AI literacy initiatives, and assist with strategic projects that advance the university's AI priorities.

The internship is designed to provide meaningful exposure to university administration while allowing the successful candidate to make substantive contributions to high-profile institutional initiatives.

Responsibilities will include:**1. Committee Governance and Administration**

- Coordinate meetings for the AI Nexus subcommittees and AI Literacy Working Group
- Prepare agendas, meeting materials, and briefing packages

- Record meeting minutes and maintain action-item logs
- Track committee deliverables and project milestones
- Maintain membership records and committee documentation
- Support management of Teams and SharePoint collaboration environments
- Assist with communications and follow-up related to committee decisions and actions

2. AI Forum Development and Event Coordination

Approximately one-quarter of the internship will focus on supporting the planning and implementation of university-wide AI forums and engagement activities.

Responsibilities may include:

- Assisting with planning for AI-focused forums and consultations
- Coordinating logistics, communications, and participant engagement
- Supporting development of agendas and discussion materials
- Creating summary reports and recommendations arising from forum discussions
- Contributing to initiatives supporting AI literacy across the Queen's community

3. Scholarly and Strategic Support

- Conduct literature reviews related to AI literacy, governance, policy, and institutional adoption
- Complete environmental scans of practices at other post-secondary institutions
- Conduct scans and analyses of emerging AI policies and frameworks
- Develop briefing notes, background documents, and executive summaries
- Assist with research and knowledge mobilization activities related to AI adoption and governance
- Support the development and implementation of AI literacy resources and initiatives
- Contribute to institutional planning efforts related to responsible AI integration

Learning Outcomes

Through this internship, students will:

- Develop a practical understanding of university governance and decision-making structures
- Gain experience supporting institutional committees and advisory bodies
- Strengthen skills in project coordination, strategic communications, and administrative leadership
- Develop expertise in change management and organizational implementation processes
- Build experience preparing briefing materials for senior leaders and committees
- Learn how universities develop policy and governance responses to emerging technologies

- Expand their professional network through interactions with academic and administrative leaders across Queen's University
- Gain exposure to institutional approaches to AI governance, literacy, and innovation

Supervision, Mentorship, and Professional Development

The intern will work closely with the Special Advisor to the Provost on Generative AI and will be integrated into the day-to-day activities of the AI Nexus.

Mentorship opportunities will include:

- Regular one-on-one supervision meetings
- Ongoing feedback and coaching on project work
- Exposure to committee and governance processes
- Opportunities to observe strategic planning and institutional decision-making
- Participation in meetings involving academic leaders, administrative professionals, faculty, staff, and students
- Professional mentorship related to careers in higher education administration, institutional strategy, policy development, and change management

The successful candidate will also have opportunities to expand their professional network through interactions with stakeholders across the university and participation in AI-related forums, events, and initiatives.

Desired Qualifications

Required

- Current PhD student at Queen's University who meets QDIUA eligibility requirements
- Excellent written and verbal communication skills
- Strong organizational and project coordination abilities
- Demonstrated ability to synthesize complex information and present it clearly
- Experience conducting literature reviews, environmental scans, or scholarly research
- Ability to manage multiple priorities in a collaborative environment
- Proficiency with Microsoft 365 applications, including Word, Teams, SharePoint, and Outlook
- Demonstrated professionalism, discretion, and attention to detail

Additional Assets

- Interest in artificial intelligence, higher education, public policy, governance, innovation, or organizational change
- Experience supporting committees, working groups, conferences, or collaborative projects
- Experience drafting briefing notes, reports, or policy-related documents
- Knowledge of research methods, program evaluation, or environmental scanning

- Experience with knowledge mobilization, communications, or stakeholder engagement
- Familiarity with generative AI tools and emerging technology issues
- Experience working across disciplines or with diverse stakeholder groups