

Office/Department/Program: Internal Audit, Office of the Vice-Principal, Finance and Administration (VPFA)

Job Title: Internal Audit Intern

Brief Description of Your Unit/Organization:

Internal Audit provides independent, objective assurance and consulting services designed to add value and improve Queen's University's operations. The department helps Queen's accomplish its objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, control, and governance processes.

The Internal Audit team leads continuous monitoring activities through its Continuous Monitoring Program, which utilizes data analytics to detect anomalies, errors and potential fraud contained in university expenditures.

Overview of Project:

The Intern will work closely with Internal Audit staff to analyze existing Excel-based processes within its Continuous Monitoring Program, redesign those workflows for improved accuracy and efficiency, and where feasible automate or improve the current data preparation processes.

Intern Responsibilities and Learning Outcomes:

Responsibilities will include:

- Review current Excel-based data preparation workflows used for continuous monitoring
- Identify inefficiencies and risks
- Clean and transform data from different sources and build reproducible data pipelines
- Prototype and test automation solutions (scripts, macros, or AI-assisted approaches)
- Validate outputs and ensure data quality
- Maintain clear documentation for every step of data preparation
- Work closely with Internal Audit staff to ensure changes meet business needs
- Assist with audit testing and other Internal Audit activities as needed

Intern Learning Outcomes:

- Practical experience re-designing and implementing reproducible data-preparation workflows in a higher-education environment.

- Hands-on use of coding/scripting, spreadsheet automation, or query languages to build repeatable pipelines
- Exposure to internal audit methodology and processes, continuous monitoring design and governance frameworks
- Knowledge of risk management in a higher education setting
- Improved skills in business process analysis
- Experience producing well-documented data workflows suitable for institutional use

Required Qualifications

- Currently enrolled as a PhD Student at Queen's University
- Demonstrated experience working with data, including data collection, cleaning, transformation and analysis
- Practical experience with data tools and technologies (e.g., advanced Excel skills (Power Query, macros), visualization/reporting tools such as Power BI, and AI-assisted tools and workflows). Experience with scripting or query languages is an asset
- Strong analytical and problem-solving abilities, with attention to detail
- Ability to quickly learn and document business processes and translate them into technical solutions
- Ability to work both independently and collaboratively on team-based projects, using interpersonal skills to build positive and productive working relationships
- Adaptable and flexible in response to shifting project needs and priorities
- Strong business acumen and a demonstrated willingness to expand knowledge of institutional business processes.
- Commitment to maintaining strict confidentiality and handling sensitive information in accordance with university policies.