

**Office/Department/Program:** School of Graduate Studies and Postdoctoral Affairs

**Hiring Coordinator:** Colette Steer

**Hiring Coordinator Email:** steerc@queensu.ca

**Job Title:** SGSPA Programming Intern

**Number of Positions:** 1

**Fellowship Mentor** (if identified at this time): Colette Steer, Heather Merla

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

Under the auspices of Senate, the School of Graduate Studies and Postdoctoral Affairs (SGSPA), in concert with the Faculties/Schools, is responsible for the conduct of graduate studies at Queen's University. Its mandate is to support student achievement consistent with the highest possible academic standards in graduate degree programs and to foster excellence in graduate student research. The SGSPA fulfills its mandate in collaboration with Faculties/School through the development and implementation of appropriate regulations and operating procedures for admissions, programs of study, and completion of degree requirements and through the support of graduate students. Our mission at SGSPA is to create a learning and research culture that inspires graduate students and postdoctoral fellows to lead the way toward a better future for our global community. Learning at Queen's is inspired by an inclusive and collaborative community where we prioritize wellbeing for academic and professional success. Through our local and global reach, we connect our students and fellows with diverse communities to engage in collaborative knowledge creation and real-world scholarship. By fostering a thriving graduate and postdoctoral culture, we lead our graduates and fellows towards a better future.

**Intern Responsibilities and Learning Outcomes:**

- The interns will assist the Associate Dean, School of Graduate Studies, the Manager, Graduate Experience, and the Academic Affairs and Special Projects Officer, in the development and delivery of programming for graduate students, which may include:
  - Research Week
  - Orientation
  - Digital resource development
  - Family Fun Day
- Project deliverables will include:
  - Consult current Queen's graduate students and Graduate Programs via survey, focus group, or other means about their orientation experiences
  - Review and modify Grad Essentials Hub resources
  - Review, update, and post Community Based Student Profiles on SGSPA website
  - Assist in development of Family Fun Day proposal for Summer 2024

### *Key Responsibilities:*

- Develop project plans and work plans to determine project goals, scope, tasks, and deadlines
- Survey best practices in similar programming at comparable institutions
- Support the delivery of programming in the Winter 2024 term
- Work with campus partners to identify and gather relevant material for programming
- Distribute draft reports and recommendations to internal and external audiences to
- gather feedback on content and relevance to intended audiences
- Incorporate feedback into draft reports and recommendations
- Create a communication and marketing plan for determining how to best promote Orientation and Family Fun Day
- Attend relevant meetings internally and with campus partners including Orientation Committee Meeting

### *Intern Learning Outcomes*

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

- Coordinate a project through the design and execution of project plans and work plans
- Understand and interpret established guidelines, procedures, and processes for collaborating within SGSPA and communicating and consulting with campus partners
- Communicate clearly and professionally with campus partners
- Manage time and meetings using an Outlook calendar
- Work independently in a highly collaborative team environment
- Design feedback mechanisms, assess feedback, and make decisions based on feedback gathered
- Use an EDII lens when developing programming
- Assess work performance and skills development, as well as future career development goals

### *Desired Qualifications*

- 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
- Time management and organizational skills required to manage competing priorities and meet deadlines
- Demonstrated analytical, interpretive, research and problem-solving skills. Ability to synthesize information from a wide variety of sources
- Strong written communication skills
- Proficient in the use of personal computers and the software applications normally associated with them (i.e., Microsoft Office, web browsers, etc.).
- Demonstrated commitment to principles of equity, diversity, accessibility, inclusion, Indigenization, and human rights for equity deserving groups. Respects diversity and promotes inclusion in the workplace
- Additional qualifications:
  - Experience with video content creation and editing would be an asset

SGSPA is excited to welcome a doctoral intern to our team! Along with the project and responsibilities described above, the 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 bi-weekly mentorship conversations with their supervisor, Associate Dean, School of Graduate Studies and Postdoctoral Affairs, and weekly meetings with the Manager, Graduate Experience and the Academic Affairs and Special Projects Officer, the intern will learn more about student development and the landscape of graduate education.