

Queen's Doctoral Internship in University Administration

Office/Department/Program: External Relations and Community Development/Arthur B. McDonald Canadian Astroparticle Physics Research Institute/Canadian Astroparticle Physics Community Annual Meeting

Job Title: CAPCAM Administrative Intern (Canadian Astroparticle Physics Community Annual Meeting)

Number of Positions: 1

Brief Description of the Unit/Organization:

The [Arthur B. McDonald Canadian Astroparticle Physics Research Institute \(McDonald Institute\)](#) is Canada's network for astroparticle physics. Inspired and built on the legacy of Dr. Arthur McDonald (Nobel Prize, 2015) and the SNO+ experiment, the McDonald Institute aims to maximize Canada's scientific impact in the field by supporting research talent across the country and abroad.

The McDonald Institute consists of faculty members and research scientists across 13 different institutions and research facilities in Canada. [A team](#) of research associates, postdoctoral fellows, graduate students, engineers, technical experts and administrative staff deliver research and programming to support the function of the Institute nationally. The administrative office for this national network is housed at Queen's University in Stirling Hall within the Department of Physics, Engineering Physics, and Astronomy

In April of 2024, the Government of Canada allocated another \$45.5 million in new funding for five years for the McDonald Institute's continued support of Canadian astroparticle physics research across the country.

The Institute is committed to employment equity and diversity in the workplace and encourages applications from equity-deserving students to gain skills and experience in administrative roles.

Overview: Since 2019, the McDonald Institute has organized and hosted an annual multi-day research meeting of academic researchers working in Canada and abroad to answer several of science's most persistent unanswered questions linking the properties of the tiniest (fundamental) particles, and the properties of the Universe at the cosmological scale. As of 2025, the size and scope of this meeting is equivalent to a small research conference.

The Institute welcomes PhD student or candidate applicants for the QDIUA from any discipline who are interested in leveraging their skills when learning about the function of a [Tier 1](#)

[Research Institute](#) at Queen's University. The Institute's operations and programs such as CAPCAM provide practical experience in how administrative processes and talents amplify the ability of academic researchers to accomplish advancements at the scale of multi-national collaborations over multiple decades' duration. The Conference Organizing Intern will work with the Associate Director (External Relations) in collaboration with the Scientific Director and Associate Scientific Director, in the designing, planning, organizing, and operation of the annual meeting.

Key Responsibilities:

- In collaboration with the Associate Director and Associate Science Director, co-draft and maintain the conference project plan, which will identify and monitor progress of registrations, vendors, venues, events, volunteers, speakers and special guests.
- Promote the annual community meeting to prospective attendees across Canada (CAPCAM) in collaboration with the Senior Communications Officer.
- In collaboration with the Associate Director, co-draft and maintain an INDICO conference site, along with supplementary data tables
- Solicit quotations for key conference services, adhering to rules for procurement, Tri-Council research expenditures, and internal budget requirements
- Refer financial and legal issues to the Associate Director
- Regularly progress of project plan and provide 1 formal project update to the McDonald Institute administrative team during the last month of the internship
- The Institute may offer extended paid work after the term of the internship ends, depending on the availability of the candidate to travel to the CAPCAM in August 2026

Learning Outcomes:

- The principle transferrable skill that the intern will acquire is experience-driven capabilities in project management, using both agile and waterfall frameworks. At the end of the internship, the incumbent should be confident in planning, operating, monitoring and trouble-shooting medium complexity collaborations at the scale of 10-100 people.
- The intern will gain experience in budgeting, cost estimation, and risk-sensitivity analysis
- The intern will gain experience in the use of open academic conference organizing tool (INDICO), and supplementary tools used to manage conference engagement (spreadsheets, concept maps, mail merges).
- Intern(s) develop a more comprehensive understanding of how university led networks develop and support national scale research.
- Interaction and network with administrative staff, students, and faculty across Queen's University, expanding their connections internally and externally.
- Understand the policies and practices for contracting, payments, and receipts.
- Understanding (and implementing) policies for insurance, health & safety.

- Strategizing and actualizing I-EDIAA principles in a national-level research conference
- Intern(s) see degree versatility through working with others across the university

Qualifications:

- **Required:** PhD student or candidate in any discipline, with interest in project management and analysis.
- **Additional:** Adaptable to new technologies with a desire to learn and being self-motivated. Keen interest in time and project management skills, communication skills, service and support responsibilities.

While successful candidate will hold some of the skills listed in this section, we understand that no candidate will hold all of them. We encourage all who have an interest in project-driven work to apply for the role, conveying both which skills they do hold and their interest in learning new ones. Not sure you meet all the qualifications listed here? Let us decide! Research shows that women and other under-represented groups tend not to apply to jobs when they think they may not meet every qualification, when, in fact, they often do! We are committed to creating a diverse and inclusive environment and strongly encourage you to apply.