Queen’s Doctoral Internship in University Administration

Office/Department/Program: Arthur B. McDonald Canadian Astroparticle Physics Research Institute

Job Title: Integrated Project Delivery Centre (IPDC) Intern

Number of Positions: 1

Brief Description of Your 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.

Overview: The Engineering Team of the McDonald Institute is expanding and unifying its engineering resources across the Canadian astroparticle physics network. Currently consisting of five engineers and designers at Queen’s University, the team is growing to include approximately fifteen professionals distributed across multiple partner institutions nationwide. To support this growth, the Institute is establishing and maintaining robust ticketing systems for backend task and resource tracking, outward-facing communications, and file organization.

The Integrated Project Delivery Centre (IPDC) Intern plays a central role in this process, coordinating engineering requests, project delivery, and collaboration between institutions. The IPDC Intern will contribute to the development and maintenance of these systems, ensuring seamless coordination, transparency, and communication within the expanding engineering network.

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.

Key Responsibilities:

1. Systems Development and Maintenance

- Collaborate with IPDC Management and the Project Officer to develop and maintain a SharePoint-based ticketing system for users to submit job requests and track feasibility assessments, resource assignments, deliverables, and status updates.
- Create and maintain interactive dashboards summarizing project status, ticket activity, and team member time tracking.
- Participate in data auditing to ensure tickets and time-tracking entries are complete, consistent, and accurate.

2. File Management and Organization

- Support the backend file management structure for the IPDC, establishing clear systems for organizing CAD files, technical documentation, and project materials across a distributed team of 15+ engineers.
- Ensure that documentation is logically structured, version-controlled, and easily accessible to collaborators across 20+ active projects.
- Contribute to the development of file management guidelines and best practices for the engineering network.

3. Communications and Network Coordination

- Coordinate with the Communications Officer to maintain the public-facing IPDC website, highlighting team members, project updates, and active assignments.
- Facilitate the distribution of IPDC communications and updates across the national network to support visibility and engagement.
- Contribute to internal communications, including announcements or summaries of team activities and milestones.

Learning Outcomes:

- Gain and develop professional competencies in a research administrative setting:
  - time and project management
  - internal and external communications
  - team collaboration
  - strategic thinking and planning
- Understand workflow process of an Engineering team in a research administration setting
- Develop proficiencies in Microsoft Office Suite (including Outlook, SharePoint, Excel, and Power BI).

Qualifications:

- **Required:** “PhD student or candidate in any discipline with an interest in people management and organizational development” Ability to adapt to new technologies, independent and teamwork, and working in-person and remote.
- **Additional:** Experience in file management or organizational development considered an asset

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.