

School of Graduate Studies and Postdoctoral Affairs

Job Title: Academic Programming Intern

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:

The intern will assist the Manager, Graduate Recruitment and Success in two projects. The primary project is to support Coordinator, Events with the planning and implementation of Graduate Transition and Academic Success Program (GTAS). The goal of the program is to enhance participants' knowledge, skills, and strategies to foster their academic success. In addition to working with SGSPA staff, the intern will work closely with the Queen's University International Centre (QUIC) and Student Academic Success Services (SASS). The intern will be responsible for designing a curricular and logistics plan for the program (to be delivered in 2026/27), using the 2025/26 plan and participant feedback as a basis.

The second project is to support the SGSPA recruitment strategy. The intern will conduct an environmental scan of universities in Canada and abroad and compile the data to be used in developing a recruitment strategy for graduate programs at Queen's. The goal is to identify best practices, identify key themes, and suggest ways to improve efficiencies.

Are there other things?

Key Responsibilities

- Develop project plans and work plans to determine project goals, scope, tasks, and deadlines.
- Environmental scans.
- Design and develop co-curricular programming.
- Analyze evaluative program data.
- Incorporate feedback into draft reports and recommendations.
- Attend relevant meetings internally and with campus partners.

Intern Learning Outcomes

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

- Coordinate a project through design to execution using work and project 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
- Apply academic research skills to a non-academic problem.

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.
- Experience with program evaluation would be an asset.

The 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 and weekly meetings with their supervisors, Associate Deans and Academic Affairs and Special Projects Officer, the intern will learn more about student development and the landscape of graduate education.