

Office/Department/Program: Career Services

Job Title: Student Leadership Development Intern

Brief Description of Career Services

Career Services offers a comprehensive range of accessible services to support and empower students in making informed decisions about their careers and further education. We work closely with campus partners and employers who are supportive of leadership and skill development initiatives as outlined in the [Queen's Bicentennial Vision](#).

As a division of Student Affairs, our mission focuses on offering and fostering holistic, diverse opportunities that engage students, support their unique needs and wellbeing, and help them prepare for future success. We promote a collaborative and responsible campus community and are committed to building community, promoting wellbeing, fostering growth and advancing EDII to meet the intersectional and evolving needs of our diverse student population.

Career Services has a strong reputation for providing excellent support for students. We've had incredibly positive and productive experiences with QDIUA in the past. We are excited for another opportunity to work with a candidate who will help to inform service delivery in the evolving priority of leadership and skills development in our university's landscape.

Responsibilities and Learning Outcomes

The Student Leadership Development Intern will help to inform the direction for leadership programming at Career Services by researching, synthesizing and sharing findings to help the department make evidence-based decisions using an environmental scan. Leadership is a priority at Queen's University, and the Leadership Development Specialist will learn strong project management skills while leveraging the opportunity to collaborate with a division of Student Affairs to develop the strategic direction for impactful leadership initiatives that support student success.

Key Responsibilities

- Conduct an environmental scan of student leadership and skills development programming. Research and analyze innovative leadership programs, frameworks, and practices implemented at academic institutions in Canada and internationally,

with a focus on identifying emerging trends and approaches that demonstrate impact.

- Collect information through literature reviews, sector-wide and institutional research, shareholder interviews, case studies, and other relevant sources to synthesize and develop a comprehensive understanding of how academic institutions are designing, delivering, and evaluating leadership and skill development initiatives.
- Analyze identified practices and programs through the lens of the Queen's University context, considering institutional priorities, student needs, existing programs and services, organizational structures, and opportunities for collaboration. Identify best practices that could be adapted, enhanced, or piloted at Queen's that align with the Bicentennial Vision
- Develop clear, accessible research summaries, environmental scan reports, and recommendations that highlight key findings, opportunities, and potential models for implementation. Provide practical insights to support strategic decision-making and the future development of leadership and skill development programming at Queen's University.

Learning Outcomes

- Coordinate a project through the design and execution of project plans and work plans
- Understand and interpret established guidelines, procedures, and processes for collaborating with a division of Student Affairs and communicating and consulting with internal and external partners
- Synthesize complex environmental scan findings across institutional, sectoral, and societal contexts to identify strategic priorities, assess future implications, and formulate evidence-informed approaches that enhance impact
- Communicate clearly and professionally with internal and external partners
- Manage time and meetings using a shared calendaring system
- Work independently in a highly collaborative team environment
- Apply office-specific organizational and time-management strategies to manage competing priorities and deadlines
- Assess your own work performance and skills development, as well as future career development goals

Desired Qualifications

- Strong qualitative research skills that can gather, synthesize and share information and data clearly
- 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
- Ability to think critically and develop evidence-based solutions that are applicable to Queen's University

Additional

- Previous professional or academic work in student leadership development, including leadership programming, co-curricular education, student engagement, peer leadership, or career and professional development would be an asset in this role
- Familiarity with concepts of decolonization and Indigenization and how these can be applied in an educational setting is considered an asset for this role
- Familiarity with anti-racism, anti-oppression, and sexual and gender diversity, and knowledge of how these concepts and practices can be applied in an education setting is considered an asset for this role

Career Services is excited to welcome a doctoral intern to our team! Along with the project responsibilities outlined above, the intern will gain a more comprehensive understanding of how Career Services, and leadership development, fit within the broader landscape of supporting student success. The intern will collaborate with multiple staff and units within Student Affairs by engaging in regular meetings, working groups, and specific project research. Through monthly mentorship and coaching conversations with their supervisor, the intern will build a specific knowledge of student leadership and skills development that can be applied to create innovative and informed suggestions for student leadership at Queen's University. The Student Leadership Development Intern is a great opportunity for candidates who are looking for researched based work with impact.