

## *Queen's Doctoral Internship in University Administration (QDIUA)*

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

**Hiring Coordinator:** Heather Merla

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**Job Title:** SGSPA Academic and Professional Development Programming Intern

**Number of Positions:** 2

**Fellowship Mentor:** Christopher DeLuca, Colette Steer, and 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:**

#### *Role Summary*

- 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 professional and academic development programming for graduate students, which may include:
  - Research Week
  - Career Week
  - Summer Wellness Series
  - Orientation
- Project deliverables will include:
  - An environmental scan of similar programming and best practices at other universities nationally and internationally
  - A review of existing SGSPA reports and documentation on in-house programming to identify areas of success and areas for improvement
  - Consult current Queen's graduate students via survey, focus group, or other means about their professional and academic needs
  - A report and series of recommendations based on these deliverables that provide

direction on the delivery, content, and promotion of professional and academic development programs

### *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 Research Week and similar programming in the Winter 2023 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 programming is best promoted
- 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 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.

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.