Queen’s Doctoral Internship in University Administration (QDIUA)

Office/Department/Program: Smith School of Business PhD-MSc Programs and Research Office

Job Title: Doctoral Intern – Research and Industry Coordinator

Number of Positions: 1

Fellowship Mentor: Lynnette Purda, Associate Dean /April Wallace, Associate Director

Brief Description of Your Unit/Organization:

Smith School of Business at Queen’s University is renowned for its excellence, innovation and leadership in business education.

From establishing the first undergraduate business degree a century ago to creating ground-breaking programs and courses in emerging areas, including artificial intelligence, fintech, analytics, cultural diversity, team dynamics, social impact, and more, Smith is at the forefront of preparing you for the business marketplace. Smith offers a wide range of professional MBA programs and the PhD-MSc research-based graduate degree programs.

In addition to its rich tradition of academic and teaching excellence, Smith is known for delivering outstanding learning and development experiences. Collaborative learning, personal attention, individual and team coaching, opportunities for specialization, connection to a powerful global alumni network, corporate connections and partnerships, and a deep commitment to student success all characterize the Smith experience.

Internship Responsibilities and Learning Outcomes

Role Summary

Working under the supervision and mentorship of the Associate Dean/Associate Director, the Industry and Research Coordinator will work closely with the program office, alumni, and outside organizations to identify and evaluate various options for students with research skills and their aligned value within various industry fields. This position will be responsible for conducting an environmental scan of industry needs as they relate to research while gathering an understanding of the necessary skills that employers are seeking and potential future projects for students. The incumbent will be responsible for gathering data from industry partners, and alumni through interviews, online research, email, and survey responses. The incumbent will be required to create a system for tracking data and identifying methods to match prospective students’ research opportunities with interested industry partners.

The successful incumbent will observe special considerations related to EDII when soliciting feedback from industry.

The incumbent, on occasion, may be required to work and liaison with other departments at Smith School of Business outside of the PhD-MSc department.

Key Responsibilities:

- Conduct an environmental scan of potential opportunities with alumni, industry partners, and current job postings.
- Interview alumni working in industry to understand their current talent needs.
- Develop a list of desirable research-related skills and training identified as a need in industry.
• Design and deliver surveys to appropriate stakeholders.
• Conduct interviews
• Collect and interpret data results with the ability to summarize findings, identify challenges/opportunities, and make recommendations for the future.
• Present findings in a report to senior leadership at the Smith School of Business.

**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.
• Build relationship management skills and the ability to communicate clearly with industry, alumni, and various departments at Smith School of Business in a professional setting.
• Manage time and meetings using a shared calendaring system.
• Work independently in a highly collaborative environment.
• Apply office-specific organizational and time-management strategies to managing competing priorities and deadlines.
• Design mechanisms to collect data, and draw meaningful conclusion from the data.
• Design spreadsheets and reports to visually represent the data collected.
• Create recommendations for future career and industry planning for graduate students.
• Apply data analysis to a tangible complex higher education challenge
• Use an EDII lens when making recommendations.
• Assess own work performance and skill development, as well as future career development goals.

**Required Qualifications:**

• Must be currently enrolled as a PhD Student at Queen’s University.
• 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 with the project needs.
• 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 conceptualize creative plans and workable solutions
• Strong written communication skills
• 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

**Additional Assets:**

• Experience conducting needs assessments, focus groups, and consultations.
• Knowledge of common internship structures at the graduate and undergraduate level
• Experience working or participating in an internship program (grad or undergrad)
The PhD-MSc Department and Research Department at the Smith School of Business warmly invites a doctoral intern to our team! The successful incumbent will gain experience working in a professional business setting and gain a deeper understanding and appreciation of the administrative side of academic programming and growing needs for business students. The Research and Industry Coordinator will be considered part of the PhD-MSc team, attend regular meetings and participate as needed with relevant working groups. Through mentorship and coaching conversations, the intern will learn more about the opportunities that exist between research and industry for graduate students, while developing related skills and specific knowledge in this area.