

Job Description

Office/Department/Program: Office of the Associate Vice-Principal, Human Resources

Hiring Coordinator: Erin Couch

Hiring Coordinator Email: erin.couch@queensu.ca

Job Title: Digital Analyst Intern

Number of Positions: 1

Fellowship Mentor (if identified at this time): Steven Millan and Erin Couch

Brief Description of Your Unit/Organization:

The Department of Human Resources (HR) partners with Faculties and Departments across Queen's to deliver people-focused services that are strategic, trusted, and effective. HR oversees key services available to staff and faculty that include organizational development and learning, employee and labour relations, total compensation and benefits, and pension services. HR is committed to empowering people to achieve their best and strives to create an inclusive environment where everyone belongs and excels.

Intern Responsibilities and Learning Outcomes:

Role Summary

- Working with the Associate Vice-Principal (Human Resources) and the Communication and Projects Manager (Human Resources), the Digital Analyst Intern will lead and coordinate the development of the department's digital strategy and will provide strategic recommendations to HR senior leadership.
- Project deliverables may include:
 - Completing an environmental scan of digital HR strategies at other universities and academic institutions;
 - Collecting and interpreting available HR digital analytics;
 - Identifying patterns, gaps, inefficiencies, and trends in the data sets;
 - Developing a digital strategy to support HR and the HR senior leadership team.

Key Responsibilities

- Develops a project plan and work plan with clearly defined project goals, scope, tasks, and deadlines.
- Conducts research related to digital strategy development, including the review of resources at comparable institutions and other on-campus units.
- Identifies, collects, develops, verifies, and analyzes data from multiple sources related to HR's digital presence to support the development of a digital strategy.
- Collaborates with the HR team to identify other opportunities for digital improvement across the department.

- Provides support to senior leadership; Participates in the preparation of briefing materials; Assists in briefing senior leadership on findings in research and data; and identifies the need for follow-up and consultation on specific issues.
- Develops a digital strategy document to support HR and the HR senior leadership team.
- Undertakes other duties in support of the department.

Intern Learning Outcomes:

- Coordinate a project through the design and execution of a project plan and work plan.
- Think critically; using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to the problems.
- Analyze systems and operations in order to determine how it should work and how changes will affect outcomes.
- Communicate clearly and professionally with HR colleagues and clients.
- Manage time and meetings using an Outlook calendar.
- Work independently in a highly collaborative team environment.
- Apply data analysis to the Queen's environment.
- Design feedback mechanisms, assess feedback and make decisions based on feedback gathered.
- Use an EDII lens when analyzing data and providing recommendations.
- 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.
- Time management and organizational skills to manage competing priorities and meet deadlines.
- Ability to be adaptable and flexible.
- 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 Microsoft Office applications.
- 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.

The Department of Human Resources is thrilled 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 HR fits within the broader landscape of the university administration structure. The intern will be exposed to senior leaders and administrators within HR through attendance at relevant meetings. Through bi-weekly mentorship and coaching conversations with their supervisor, the intern will learn more about HR and build specific knowledge and skills to support their career development.