Queen's Doctoral Internship in University Administration (QDIUA)

Job Description

: Faculty of Arts and Science (Faculty Office Position)

Kim Bellefontaine

Graduate Research Strategy Intern

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(if identified at this time): Associate Deans Stéfanie von Hlatky & James Fraser

Making up approximately half the University the Faculty of Arts and Science offers, in 30+ departments and schools, an extraordinary scope of educational and research possibilities encompassing the creative arts, languages, humanities, social sciences, and physical and natural sciences.

The Faculty of Arts and Science is a place where exceptional students learn to analyze and think critically, communicate and debate, interpret and judge independently - skills that are sought after by employers, professional schools and postgraduate programs.

The Faculty of Arts and Science at Queen's provides a challenging and innovative education within the context of a mid-sized, residential University and a research-intensive environment. Research and learning are closely tied in a wide range of graduate and undergraduate programs designed to foster analytical, critical and creative thought as regular habits of mind and to transform students into informed, responsible and educated global citizens.

Role Summary

- The intern will assist the Associate Dean (Research) and Associate Dean (Graduate Studies) with the development of a strategy on increasing graduate-level research opportunities within the Faculty of Arts and Science.
- Project deliverables will include
  o Research on existing practices and gaps tied to integrating graduate student opportunities in Faculty-led research programs
  o Designing a presentation which includes key metrics on research funding for graduate students, intended for internal partners (Dean's group, SGSPA, Graduate Chairs)
  o Writing a report that can inform policy development on enhancing the research profile of our graduate program

Key Responsibilities

Develops project plan with key milestones for research objectives and deliverables