

Queen's Doctoral Internship in University Administration (QDIUA)

Student Information Session

October 3, 2024



To begin, let us acknowledge that Queen's is situated on traditional Anishinaabe and Haudenosaunee territory. We are grateful to be able to live, learn, and play on these lands.

Agenda

- Development of the QDIUA
- Program Overview
- Eligibility and Hiring Process
- Career Services Support
- Intern Experience
- Q&A

Development of the QDIUA

Development of the QDIUA

- Initially conceptualized by Queen's staff members affiliated with Queen's Foundational Leadership Program (2021)
- Partnership between SGSPA and Career Services
- Completed three pilot years with ~8-12 interns / host units
- Focus on Career Development of Ph.D. candidates
- Modeled after doctoral administrative internship programs at Yale, Princeton and Columbia Universities



Bolstering Career Prospects

Situation

- Imbalance in the economy of careers in academia

Questions

- In addition to tenure track positions, what career-focused opportunities exist within the University?
- How can Queen's help to create pathways to employment for our Ph.D. students, inside *and* outside of academia?

A Solution

- QDIUA → Career Preparedness

QDIUA Program Overview

Program Description

Queen's **D**octoral **I**nternship in **U**niversity **A**dministration (**QDIUA**)

*will provide a unique opportunity for Ph.D. students to learn
about the University's administrative operations through
an internship with an administrative unit at Queen's.*

- Explore careers in university administration
- Be mentored by experienced administrators
- Learn about university structures and processes
- Strengthen your professional skills
- Expand your professional network
- Contribute to day-to-day operations of the university

Sample Projects

Project Development & Coordination	Coordination of Committees
Policy Analysis & Development	Communication & Outreach Strategies
Collaboration with External Partners	Information Management
Data Collection & Analysis	Financial Management & Budgeting
Event Preparation & Coordination	Development of Alumni Relations
Student & Faculty Training	Needs Assessments & Project Proposals
Report & Publication Writing	Sustainability Planning
Risk Management Processes & Procedures	Program Assessment & Evaluation

Internship Examples

Host Unit	Position Title
Career Services	Experiential Learning Resource Developer
Faculty of Education	Online Graduate Expansion Project Coordinator
Faculty of Arts and Science	Curriculum Design and Research Support Intern
Library	Scholarly Publishing Intern
McDonald Institute	McDonald Institute Administrative Intern
School of Graduate Studies	Academic and Professional Development Intern
Smith School of Business	Research and Industry Coordinator
Office of the VP, Human Resources	Digital Analyst Intern
Office of the VP, Teaching and Learning	Quality Assurance and Continuous Improvement Intern
Smith School of Business	Business Data Analyst

Program Components

1. Supervision & Mentorship

- Work alongside an administrative professional in a host unit
- Receive supervision and mentorship from an administrative staff member
- Formal and informal conversations about skill development, professional workplaces, university systems and career development

2. A Project with Skills Development Coaching

- Mentors will guide the intern's work on an administrative project
- Opportunities to engage in team-building activities, observe meetings, learn about university systems and structures

3. Guided Reflection on Experience

- Intern Reflection Form

Time Commitment and Compensation

- Interns will work an average of 10hrs/week
- Internships begin January 6; end in April 2024
- 13-16 weeks in the Winter 2022 Term (130-160 hours total)
- \$26/hr + 4% vacation pay

QDIUA Eligibility and Hiring Process

Eligibility Criteria

- Students from all Ph.D. programs are eligible to apply, including international students
- Students must be registered in the Winter 2025 term
- Students should have completed all compulsory coursework required by your Department/Program before the start of the Winter 2025 term.
- Students should consider, and discuss with their doctoral supervisor, their academic requirements and progress in relation to taking on additional work commitments such as this internship within university guidelines (e.g. an average of 10 hours/week of paid employment unrelated to a student's research)

REMINDER: *Students must confirm eligibility by completing a Qualtrics survey; students will be granted access to MyCareer QDIUA Job board*

Application and Selection Process

Date	Hiring Stage
October 3 – October 29	Register for QDIUA Attend Career Services resume and cover letter workshops (recommended); OR complete online modules
October 16	Postings open in MyCareer (must be registered in QDIUA to gain access to postings)
October 16 – 29	View and submit postings via MyCareer QDIUA job board (resume/cover letter required)
November 4 – 8	Applications reviewed by host units; interview requests sent out
November 11 – 22	Interviews
December 6	Job offers sent to successful candidates

Career Services Supports

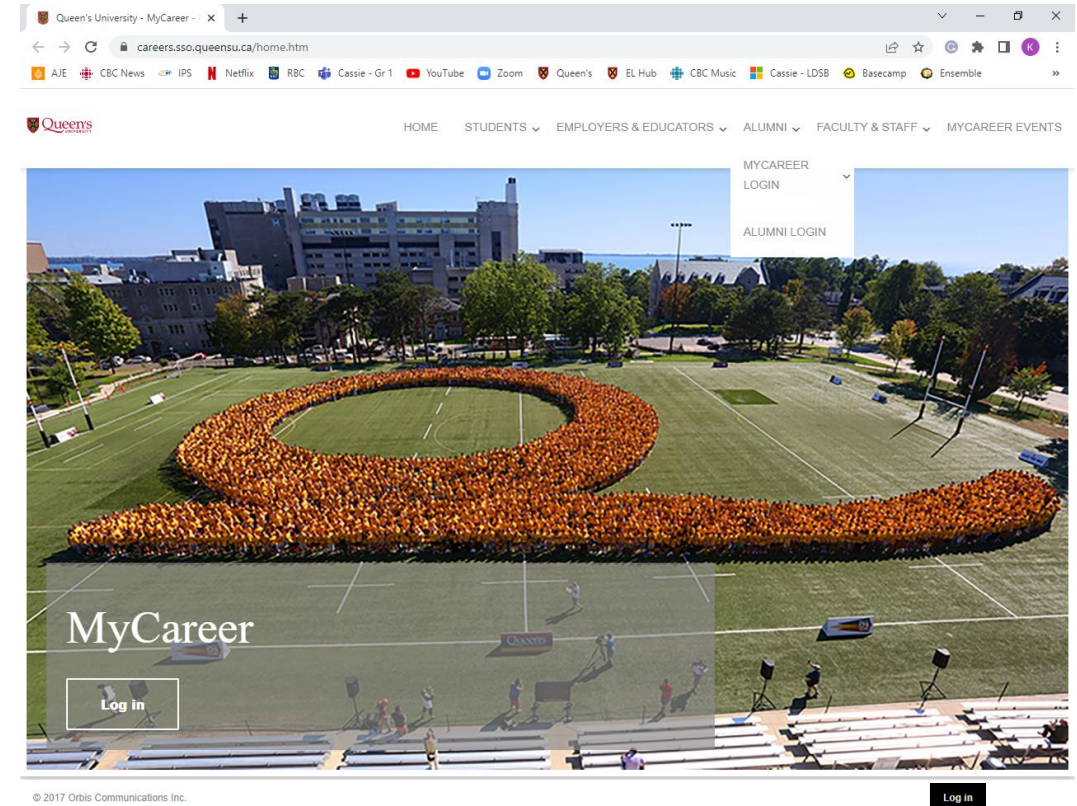
Supporting Students through the Job Application Process

Career Services Workshops/Online Modules:

- Ramp up your Resume
- Conquer the Cover Letter
- Winning Interviews

1-1 Career Advising:

- Drop-in Career Advising
- Resume Review Appointments
- Career Counselling Appointments



Career Prep Online Modules

 Career Prep Modules



Home Modules Communications ▾

Career Prep Modules

Career Prep Modules VOC ▾

Hello, Kathryn, and welcome to the Career Prep Modules.

The Career Prep Modules are a series of self-directed resources designed by the staff at Career Services to support you with your career goals. Whether you are looking to work on your resume or cover letter, prepare for an interview, or explore your career options, you will find resources to support you. Each module takes approximately 30-45min to complete.



Career Exploration Module

Reach Out ▾

You can book an appointment with a Career Services staff by logging into [MyCareer portal](#).



Career Exploration Module



Resume Module



Cover Letter Module



Interviewing Module



Networking Module

Queen's Best Magazines and 1-1 Appointments

- Queen's Best Resumes
- Queen's Best Cover Letters
- Queen's Best Interviews

- Individualized review and advising
- Compliments your learning via workshops/modules
- Bookable via MyCareer
- In-person and remote options available

Download your FREE copy here:

Queen's Best Cover Letters magazine (Accessible pdf 1.9 MB)



APARNA CHAUDHARY
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May 24, 2023

Jenny Stewart
Director of Recreation
Visual Arts Windsor

Dear Jenny Stewart,

I am excited to be applying for the position of your summer Programs Assistant at Visual Arts Windsor (VAW). I am applying for this position for three reasons: a passion for art, experience working with children and desire to give back to the Windsor community.

I am very familiar with the gallery context, as well as community art programming, after working as a student docent for three years at the Agnes Art Gallery at Queen's University. In this role, I led tours of the public gallery and planned and delivered supplementary workshops for groups of elementary and middle school children. Through this experience, I learned to quickly acquire thorough knowledge of the exhibitions and deliver engaging tailored programming both in the gallery and in the studio, leading to positive feedback from guests and my supervisor. It has been very rewarding to be able to inspire and expand perspectives of so many students and visitors of diverse backgrounds, from all over the world.

As well, studying art history has transformed how I view the world and how I utilize the role of arts education and creativity in our lives. Outside of my studies, I have always actively integrated art into my life—being a set designer and creating graphic design as a side business. In fact, when applying to art school, my personal statement was entirely focused on the impact of art history on my life and perspective.

VAW's pillar of equity and accessibility in your values statement also greatly resonated with me. As a woman of a visible minority, I have also become an advocate for equity and diversity at Queen's. In the position of co-chair for the inaugural Queen's Accessibility and Inclusion Conference last year, I worked with over 100 other Black-minded students in striving to create a more focused setting of dialogue and thought leadership where over 90 participants were able to contribute their ideas for a more inclusive community. This conference helped to consolidate my belief that public spaces such as VAW help to provide accessible and affordable arts education and to foster appreciation of the visual arts.

I can assure you of my full commitment to the work of VAW. I look forward to sharing more of my passion for art education with you.

Sincerely,

Aparna Chaudhary



Aparna is targeting a summer position in an arts environment by:

- emphasizing she has relevant skills for the role, such as the ability to deliver tailored educational programming and working with a range of audiences,
- connecting her advocacy for equity and diversity to her beliefs about art education,
- describing how interest in and involvement with the arts has been interwoven with and grown through her skills and experiences.



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Career Services

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Appointments

Sub Menu Appointments / Resume Review Appointments

Appointments - Overview

Career Consultation Appointments

Resume Review

Resume Review Appointments

Book Cover Letter or Resume Review Appointments

Appointment Policy

(PDF, 217 KB)

Intern Experience

Katie-Marie McNeill, PhD, History
QDIUA Intern with SGSPA 2021-22
QDIUA Program Coordinator, 2023-24
Coordinator, Postdoctoral Affairs, 2023-Present

QDIUA Intern Experience

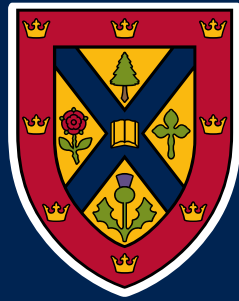
- Hiring process
- Project experience
- Guided reflection form
- Mentorship and supervision
- Balancing work/academic commitments



Questions?



STUDENT AFFAIRS
Career Services



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