

## **Faculty Office/Faculty of Arts and Science**

**Job Title:** Curriculum Design Research and Support

The Faculty Office in the Faculty of Arts and Science provides support, resources and leadership for over 30 departments that span the creative arts, social science, humanities, and physical sciences. One of the larger portfolios in the Faculty Office is undergraduate teaching and learning where the office provides guidance and resources to departments to help with pedagogy and the development of curriculum. There are several administrative roles associated with this portfolio including the Associate Dean (Teaching and Learning), the Associate Dean (Academic), the Director of Arts and Science Online, the Director of Student Services and a large team of talented people who provide a range of leadership and expertise.

Equity, diversity, and inclusion, including anti-racism, decolonization, and Indigenous resurgence, is the first guiding principle in the Faculty of Arts and Science [Strategic Plan](#). The Faculty of Arts and Science aspires to be a thriving, equitable and inclusive scholarly community committed to innovative disciplinary and interdisciplinary research and teaching. Our goal is to inspire curiosity and to collaboratively engage with multiple forms of knowledge that span local and global contexts. These goals permeate all aspects of our work from teaching and learning, to research, to administration.

We are excited to offer an opportunity for Queen's Doctoral Internship in University Administration. The intern(s) will work on projects related to administration and leadership of curriculum redevelopment at a Faculty level. Interns will be mentored by staff members with expertise in the area and be involved with leadership meetings that connect the project information to implementation of curriculum design changes.

### **Intern Responsibilities and Learning Outcomes:**

The intern(s) will assist the Associate Dean Teaching and Learning and the Associate Dean (Academic) with research to support curriculum development projects in the Faculty of Arts and Science. Some projects will focus on information gathering and synthesis for programs in the Faculty of Arts and Science at Queen's and others will focus on information gathering from other universities across Ontario, Canada and internationally. All projects will involve synthesis and analysis of information that will have a direct impact on curriculum revitalization initiatives.

### **Key responsibilities**

- Developing a research plan to identify and collect course and curriculum data for target questions.
- Liaise with Faculty Office staff to sort through institutional terminology
- Contact staff members at other institutions with pre-arranged connections to resolve outstanding questions
- Organize information into structures that align with the project question and enter that into an appropriate software platform such as Word or Excel
- Synthesize and summarize the information in written form
- Present results to back to the team

### **Learning outcomes**

- Develop a research plan that addresses project question
- Improve communication skills in an administrative environment
- Represent the University in a professional capacity when communicating with other institutions
- Analysis of qualitative and quantitative information
- Synthesis and presentation of research results as connected to project question

### **Desired Qualifications**

#### Required:

- Time management and organizational skills
- Ability to develop keyword searches and use those to collect information from websites
- Proficient with the use of computers and standard applications such as Word, Excel, Teams and Outlook.
- Strong written and communication skills
- Experience working independently on tasks within a set timeframe
- Experience working in a team-based environment
- Ability to synthesize information from multiple sources