

Office of the Associate Vice-Principal, Human Resources

Job Title: E-learning and Instructional Design Intern

The Department of Human Resources (HR) serves as trusted and adaptable partners with our university community; strengthening our workforce with consistent and effective HR practices that propel Queen's forward in its academic and research missions. HR oversees key services available to staff and faculty that include organizational development and learning, employee and labour relations, total compensation and benefits, and employee wellness.

HR annually hosts over 100 instructor led workshops for all employees at Queen's, and is currently seeking to create some self-directed learning modules to complement our in person and virtual, synchronous offerings. In addition, this year we are launching a few cross institutional projects that would benefit from strong learning modules to help managers navigate new processes.

Intern Responsibilities

- Working with the Director of Organizational Development & Learning and Learning Specialist, the E-learning and Instructional Design Intern will collaborate with HR subject matter experts to research, and design online learning modules for employees at Queen's.
- Project deliverables may include:
 - Working with established learning objectives and incorporating adult learning principles, develop and design online learning modules to complement in person and virtual / synchronous workshops currently offered to Queen's employees.
 - Translate PowerPoint training materials into online modules using Articulate software.
 - Complete new research on relevant HR training topics such as career pathing, recruitment and interviewing, goals and objective setting and onboarding employees for success.
 - Updating existing e-learning modules for HR systems and create assessments/metrics for measuring knowledge and application of learning.

Intern Learning Outcomes

1. **Project Coordination** through the design and execution of an online curriculum design plan.
2. **Applied Instructional Design/E-learning design** through the building of several online, self-directed training modules aimed at adult learners (Queen's employees)
3. **Understanding of Human Resources and the clients we serve** by building relationships with the prospective learners of the online training modules. You will be exposed to the university administrative structure, union groups, manager and leadership roles.
4. **Demonstrate empathy for each project's target audience**, by putting yourself in learners' shoes to anticipate their performance-related needs, interests, preferences and challenges
5. **Work independently in a highly collaborative team environment**, by receiving and incorporating feedback on the design and delivery of online learning.
6. **Consistently apply an I-EDIAA lens to training content design**, researching HR practices and learning evaluation techniques.

Desired Qualifications:

- Demonstrated knowledge and experience designing online, or e-learning content and workshops.
- Knowledge of adult learning theory would be an asset
- Some technical skills to include working knowledge of Microsoft Office, current eLearning development tools (i.e., Articulate, Camtasia, PowerPoint and OnQ), and/or system integrations for learning delivery
- 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.
- 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.
- Style and aesthetic skills in the design of graphic work, materials, and other digital media.

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 in particular, learning and development, and build specific knowledge and skills to support their career development.