

School of Graduate Studies and Postdoctoral Affairs

Job Title: Academic Programming Intern

Under the auspices of Senate, the School of Graduate Studies and Postdoctoral Affairs (SGSPA), in concert with the Faculties/Schools, is responsible for the conduct of graduate studies at Queen's University. Its mandate is to support student achievement consistent with the highest possible academic standards in graduate degree programs and to foster excellence in graduate student research. The SGSPA fulfills its mandate in collaboration with Faculties/School through the development and implementation of appropriate regulations and operating procedures for admissions, programs of study, and completion of degree requirements and through the support of graduate students.

Our mission at SGSPA is to create a learning and research culture that inspires graduate students and postdoctoral fellows to lead the way toward a better future for our global community. Learning at

Coordinate a project through design to execution using work and project plans

Understand and interpret established guidelines, procedures, and processes for collaborating within SGSPA and communicating and consulting with campus partners

Communicate clearly and professionally with campus partners

Manage time and meetings using an Outlook calendar

Work independently in a highly collaborative team environment

Design feedback mechanisms, assess feedback, and make decisions based on feedback gathered

Use an EDII lens when developing programming

Assess work performance and skills development, aQq-3l)305r ,6n futog (en-US)BDC q0.m)-(4n)-(4n)5(g)JTITQq0.0