Doctoral Student Internship Opportunity – Winter 2025

Analyst, Work-Integrated Learning

- Position Code: DSIP-W2025-005
- Supervisor: Tristan Khaner
- Unit: Office of the Dean
- Start date: January 6, 2025
- Status of employment: Casual, part-time, 12 hours/week, 200 hours total.
- Hourly rate: $30
- Number of positions: 2
- Language requirements: English
- Work model: Hybrid
- Location: SGW

Internship description

Experiential Learning is at the heart of much of the curriculum in the Faculty of Fine Arts. Throughout our 9 departments and dozens of programs, there are a large number of courses where students engage with external organizations in a variety of internship and work integrated learning assignments. Through interviews and document review, these interns will design and create two handbooks; one for students (brokering relationships, negotiating boundaries and expectations, best practices of being an intern) and one for employers (expectation management, information on tax credits, supporting interns in learning, our disciplines & sample tasks).

Responsibilities

• Design and create two guidebooks.
• Create the resources in a way that requires limited ongoing updates and makes efficient use of referrals to existing information/tools/resources.
• Review existing documentation for integration and usability.
• Research best practices for work-integrated learning, government tax credit eligibility.
• Interview relevant stakeholders to ensure alignment of expectations.
• Present findings.

Skills

- Strong qualitative research skills including interviewing & data collection, benchmarking, needs assessment, reviewing documents and websites, integrating & making meaning from a broad set of information.
- Excellent written and spoken English communication skills. Deliver written guides in easy-to-understand and usable formats for appropriate audience.
- Strong ability to take different perspectives (student, professor, employer), and manage relationships effectively.
- Able to problem-solve, manage relationships and work independently with limited supervision within project scope.
- Experience working in a team to deliver outcomes successfully.
- Experience in project management & coordination in order to deliver outcomes, ensure adequate reporting of progress.
- Proficient in Office365 (SharePoint, Teams, Planner, PowerPoint, Word, Excel, Forms, etc.).