SCHOOL OF GRADUATE STUDIES

Doctoral Student Internship Opportunity – Winter 2025

Automated Thesis Submission Database Developer

- Position Code: DSIP-W2025-003
- Supervisor: Nadeem Butt
- Unit: School of Graduate Studies
- Start date: January 13, 2025
- Status of employment: Casual, part-time, 10 hours/week, 140 hours total.
- Hourly rate: $30
- Number of positions: 1
- Language requirements: English
- Work model: Hybrid
- Location: SGW

Internship description

The School of Graduate Studies is seeking a motivated and skilled doctoral intern to design and develop an automated database system for thesis submissions. This project aims to streamline the thesis submission process, enhance user experience, and ensure efficient management of submissions. The ideal candidate will possess strong technical skills, a keen eye for detail, and a collaborative spirit. The internship will provide you with hands-on experience in database design and development within an academic setting, enhance your project management skills, and allow you to make a positive impact on the graduate student experience.

Responsibilities

• Collaborate with stakeholders to understand the current thesis submission process and identify key requirements for the database.
• Database Design: Create a structured database schema that accommodates all necessary information related to thesis submissions, including metadata, student information, submission status, and deadlines.
• Automation Development: Design automated workflows for submission tracking, notifications, and approvals to ensure a seamless user experience.

• User Interface Design: Develop a user-friendly interface for both students and administrative staff to facilitate easy access and submission of theses.
• Testing & Implementation: Conduct thorough testing of the database and user interface to ensure functionality and address any issues before deployment.
• Documentation: Create comprehensive documentation for users and administrators, including tutorials and troubleshooting guides.

Skills

• Educational Background: Currently enrolled in a doctoral program in Computer Science, Information Systems, or a related field.
• Technical Skills: Proficiency in database design and management, programming languages (e.g., Python), and web development (e.g., HTML, CSS).
• Problem-Solving Abilities: Strong analytical skills to identify challenges and devise effective solutions.
• Communication Skills: Excellent verbal and written communication skills to convey technical concepts to non-technical stakeholders.
• Team Player: Ability to work collaboratively within a team and engage with various stakeholders.