

Doctoral Student Internship Opportunity – Winter 2025

Doctoral Mentorship Program Curriculum Developer

- Position Code: DSIP-W2025-004
- Supervisor: Javier Ibarra-Isassi
- Unit: School of Graduate Studies
- Start date: January 13, 2025
- Status of employment: Casual, part-time, 10 hours/week, 130 hours total.
- Hourly rate: \$30
- Number of positions: 1
- Language requirements: English
- Work model: Hybrid
- Location: SGW

Internship description

There is strong evidence that student peer-mentorship programs positively impact student success. The School of Graduate Studies is seeking to hire a senior doctoral student to drive the design of a new peer-mentorship program for doctoral students starting in Fall 2025. If you would like to have a positive impact on the lives of fellow doctoral students, we invite you to apply to be our Doctoral Mentorship Program Curriculum Developer.

Responsibilities

- Conduct a benchmarking study of existing mentorship programs within Concordia and at other graduate schools.
- Establish the learning objectives for a new doctoral mentorship program.
- Design and develop the curriculum for a new doctoral mentorship program.
- Prepare an evaluation framework for assessing program outcomes.

Skills

- Knowledge and experience in training design and production of professional training materials (synchronous and asynchronous) for an adult audience.

- Knowledge and experience in program evaluation, complemented by strong research skills.
- Excellent written and spoken English communication skills.
- Proficient in Office365 (SharePoint, Teams, Planner, PowerPoint, Word, Excel, Forms, etc.).
- Experience building courses in Moodle is required. Experience with educational content creation using Canva, Adobe Creative Cloud, iSpring or Articulate is an asset.
- Strong organization, time management and self-efficacy qualities to be able to meet objectives with limited supervision.
- Proven experience in project coordination.
- Passionate about creating a positive doctoral student experience.