

Doctoral Student Internship Opportunity – Winter 2025

Graduate Career Outcomes Study Coordinator

- Position Code: DSIP-W2025-002
- Supervisor: Kristy Clarke
- Unit: School of Graduate Studies
- Start date: February 3, 2025
- Status of employment: Casual, part-time, 10 hours/week, 240 hours total.
- Hourly rate: \$30
- Number of positions: 1
- Language requirements: English
- Work model: Hybrid
- Location: SGW

Internship description

In 2020, the School of Graduate Studies (SGS) produced its Global Impact study (see: <https://www.concordia.ca/gradstudies/professional-skills/phd-career-outcomes.html>) which tracked the career outcomes of Concordia's doctoral graduates between 2009 to 2019. SGS is seeking a doctoral intern to coordinate a follow-up study that will report the career paths of our graduates between 2020 and 2024. If you have a passion for research and are curious about doctoral career paths, join SGS to lead this important study.

Responsibilities

- Support the research design of the second edition of the career outcomes study.
- Coordinate a team of data collectors (undergraduate students).
- Code and analyze the collected data to identify trends.
- Prepare a written summary report of findings.
- With our data analyst, prepare a data dashboard.
- Help identify alumni for graduate recruitment and professional development activities.

Skills

- Strong qualitative and quantitative research skills.
- Experience conceptualizing a research study.
- Excellent written and spoken English communication skills.
- Experience leading a team – providing clear instructions, giving feedback and removing barriers.
- Proven experience in project coordination.
- Proficient in Office365 (SharePoint, Teams, Planner, PowerPoint, Word, Excel, Forms, etc.). Knowledge of PowerBI is an asset.
- Attention to detail to validate data collected and produce the final report and dashboard.
- Strong organization, time management and self-efficacy qualities to be able to meet objectives with limited supervision.