

Doctoral Student Internship Opportunity –Spring/Summer 2025

Institutional Initiatives Coordinator

- Position Code: DSIP-S2025-001
- Supervisor: Shoghig Mikaelian
- Unit: Office of the Vice-President, Research, Innovation, and Impact
- Start date: May 19, 2025
- Status of employment: Casual, part-time, 12 hours/week, 125 hours total.
- Hourly rate: \$30
- Number of positions: 1
- Language requirements: English and French
- Work model: Hybrid
- Location: SGW

Internship description

The Institutional Initiatives Coordinator will assist the Senior Advisor, Strategic Initiatives and Special Projects with the Canada Excellence Research Chairs institutional application, conducting various duties and tasks, including budget-building and budget justification, working with our in-house data analyst and our Faculties and researchers to collect information and data, preparing institutional documents detailing our research capacity in specific fields and areas of research, as well as drafting support letters. In the process the intern will gain experience working in a fast-paced, dynamic environment that involves a large team of researchers and interact and build connections with staff and resources across the university.

Responsibilities

- Prepare budget and budget justification in line with funding program requirements.
- Collect information and data about research capacity at Concordia.
- Prepare institutional documents on research capacity.
- Revise and draft documents such as the CV and nominee profile of the nominee for the Canada Excellence Research Chairs.
- Draft institutional support letter to be signed by Dr. Graham Carr.

Skills

- Punctuality.
- Writing skills (ability to write in a coherent, thoughtful, professional, and persuasive manner).
- Analytical skills (analyze information and write institutional documents based on them).
- Tact (in dealing with researchers and nominee for the Canada Excellence Research Chairs).
- Ability to conduct literature review.
- Attention to detail and accuracy (especially in designing budgets and meeting selection criteria of the funding agency).
- Multitasking and prioritizing tasks.