# Job Title

Project Intern - Professional Development Programs

# Preamble

There is an exciting opportunity for one to three current graduate students in Canada to work for the Canadian Association for Graduate Studies (CAGS), under the general direction of the Graduate and Postdoctoral Development Network (GPDN), thanks to funding from the Tri-Agencies (SSHRC, NSERC & CIHR). The intern(s) will design, implement, and analyse a national survey of graduate professional development programs with the aim of improving our knowledge of professional development programs at Canadian postsecondary institutions, which will lead to improvements in all programs through sharing of best practices and initiatives.

The project has three phases.

1. Updating the [current survey instrument](http://www.ca.cags.ca/gdps/index.php) in consultation with the GPDN (via the Past Chair and Benchmarking Committee),
2. Circulating the survey, collecting, and analysing data, and
3. Preparing the results for publication on the CAGS website and presenting at one or more conferences.

The results of the previous iteration of this project are located here: http://www.ca.cags.ca/gdps/index.php.

# Skills

Depending on the number of applicants, and their individual strengths, we may choose to hire up to three graduate students for specific phases depending on their backgrounds.

For all phases of the project, you need to demonstrate that you have previously:

* Worked collaboratively in a team of 5-10 people.

To be successful in phase one of the project, you need to demonstrate that you have previously:

* Designed, or co-designed, at least one survey.

To be successful in the second phase of the project, you need to demonstrate that you have previously:

* Circulated at least two surveys, either individually or as a part of a team,
* Collected data from at least two surveys and one other project, either individually or as part of a team, and
* Analysed data from at least two surveys and one other project, either individually or as part of a team.

To be successful in phase three of the project, you need to demonstrate that you have previously:

* Prepared at least three research reports/essays/posters/papers.

One scenario is that we hire one graduate student for the duration of the project, a second to support survey construction and circulation, and a third to support data collection and analysis. Another scenario is that we hire one graduate student to setup and circulate the survey, and then work on data analysis; with a second student joining the project for data analysis, and presentation.

Through this internship, you will develop additional experience in whatever phases of the project you work on. Your participation in this project will have an impact on graduate students and postdoctoral fellows across the entire country. Given that this is a project that involves surveying professional development programs across the country, you will be provided support to participate in your own personal and professional development, which will include at least one workshop, and structured development and reflection with the Past Chair of GPDN.

For graduate students interested in student development as a career path, or who are exploring university administration as a possibility, this is a great opportunity to work with leaders in the field and network with professionals across the country.

# Details

The expected start date is in November 2019. Phase one should be wrapped up by the middle of December 2019. Survey circulation and data collection should happen between the middle of January, 2020 and the middle of February, 2020. Analysis and reporting should be completed in May, 2020.

You will work up 15 hours per week on this project (in rare circumstances up to 20 hours per week).

The rate of pay is between $25 and $35 an hour depending on experience and qualifications. You will be paid by the Canadian Association for Graduate Studies as an hourly contractor, with no vacation pay or other benefits.

Support will be provided for travel expenses incurred, primarily for presentations of the final report(s) at conferences such as the Graduate Career Consortium (Toronto, June, 2020) and Canadian Association for Graduate Studies / Graduate and Postdoctoral Development Network (November, 2020).

Questions and applications can be addressed to Dr. Jonathan Turner, Past Chair of the Graduate and Postdoctoral Development Network at [jonathan.turner@utoronto.ca](mailto:jonathan.turner@utoronto.ca).