



# McGill

School of  
Continuing Studies

## Internship Placement Form

### Background Information:

**Name of Organization/Unit:** Career, Advising and Transition Services (CATS), McGill School of Continuing Studies (SCS)

**Organization Webpage:** <https://www.mcgill.ca/continuingstudies/scs-future-students/advising/career-advising-cats>

**Full Address of Organization/Unit:** 680, rue Sherbrooke Ouest, Suite / Bureau 1171, Montréal (Québec) H3A 3R1

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### Description of Your Organization:

We are CATS, the Career, Advising and Transition Services unit of McGill's School of Continuing Studies (SCS), supporting and empowering students and alumni, as well as prospective students, in gaining the clarity, skills, confidence, and connections that they need to excel in their current careers or transition into new careers. The Career and Transition Management team is made up of dedicated program and career advisors who guide and support students before, during and after their studies. Our services range from program and course selection to ongoing support during their studies, career coaching to helping students explore their career options and equipping them with the tools they need to thrive in the current labour market.

**Contact Name/ Supervisor:** Valerie Ndiweni

### Placement Description & Logistics:

**Nature of Internship:** Hybrid

**Title of Internship Position I:** Project and Research Coordinator

### Role Description:

The Project and Research Coordinator will conduct research on the latest trends in career and student success services to help the unit enhance its work and offer the best service offering in the industry. The ideal candidate should have an interest in business development, and/or career and professional development, or student affairs. We are looking for someone who enjoys variety in work tasks and who wants to gain experience in business development, event management, and customer engagement.

<b>Task</b>	<b>Internship Tasks</b>	<b>Expected Outputs (Deliverables)</b>
1.	Understand the role and function of the Career, Advising and Transition Services unit of McGill's School of Continuing Studies (SCS).	A presentation and written document about CATS and its work.
2	Conduct a benchmark of career and program advising services across Canada with a focus on centres offering services to the continuing studies demographic.	A presentation on career and program advising services benchmarking.
3	Perform a student support needs assessment for the McGill School of Continuing Studies (SCS).	Provide a report on student support needs assessment with recommendations.
4	Support team with the planning and implementation of student engagement activities for the unit and other duties as assigned.	Contribute to the planning and implementation of career development events and activities.

**Nature of Internship: Hybrid**

**Title of Internship Position II:** Communications & Engagement Coordinator

**Role Description:**

If you are an excellent communicator and have a skill for communications/marketing, social media, and an overall passion for helping other people succeed, we want you! The Communications and Engagement Coordinator will help the unit enhance its engagement with its current audiences and help to grow its online community. The ideal candidate is driven, innovative, creative and is willing to join the team in trying new ways to engage with our student demographic.

<b>Task</b>	<b>Internship Tasks</b>	<b>Expected Outputs (Deliverables)</b>
1	Understand the role and function of the Career, Advising and Transition Services unit of McGill's School of Continuing Studies (SCS)	A presentation and written document about CATS and its work

2	Assessment of unit's communication and social media channels (Instagram, Facebook, and LinkedIn, etc...)	Short report on engagement and activity
3	Conduct research on leading communication and engagement tools in career services and student success centres.	A presentation on leading communication and engagement tools with recommendations
4	Contribute to the content creation and curation of relevant career development content for the unit's social media channels and newsletter	Regular content creation and curation for the unit's main communication channels
5	Assist in the development of the unit's brand identity and a communications plan for the unit's main target audiences (public, prospective students, current students, alumni, and employers)	Create a brand identity for the unit and produce a communications plan designed to create awareness and increase engagement.

### **Additional Information:**

**Number of Interns:** 2

**Proposed Start Date:** 2022-09-01

**Proposed End Date:** 2023-02-28

**Number of Work Hours per Week:** 20 hours/week

**Additional Information:** Other tasks may be assigned as the need arises. This is an excellent opportunity to engage with student success and enrollment services, including supporting student success through customized services.