



Internship Placement Form

Background Information:

Name of Organization/Unit: Professional and Communications Education, McGill School of Continuing Studies

Organization Webpage: <https://www.mcgill.ca/continuingstudies/>

Full Address of Organization/Unit: 680, rue Sherbrooke Ouest, Montréal, Québec, H3A 3R.

Description of Your Organization: Situated in the heart of Montreal on the main campus of one of Canada’s leading universities, the McGill School of Continuing Studies (SCS) offers innovative programs that aim to help adult learners gain the skills they need to launch their careers, advance their current careers or switch into a whole new field.

With over 70 programs in more than 25 subjects such as marketing, management, human resources, accounting, finance, data science and AI, the School is dedicated to creating skilled, future-ready leaders who can thrive in a rapidly changing world.

Contact Name/ Supervisor: Rosalia Felice, Senior Advisor, Professional and Corporate Education

Placement Description & Logistics:

Nature of Internship: Hybrid

Title of Internship Position: PowerSkills Event Coordinator Intern

Role Description: The School of Continuing Studies will be hosting the PowerSkills summit for the fourth time in winter 2023. PowerSkills is a career and industry event that brings together thousands of students and professionals from around the globe to participate dynamic series of keynote addresses, workshops, webinars, panel discussions and café chats featuring powerhouse speakers.

S/N	Internship Tasks	Expected Outputs (Deliverables)
1	Understand the role and function of the of Professional and Communications Education, McGill School of Continuing Studies (SCS).	A presentation and written document about Professional and Communications Education, McGill School of Continuing Studies (SCS), and its work.
2	Assist in the overall planning of the event.	An overall project plan and program.
3	Source relevant event speakers, facilitators, and volunteers.	A database of event speakers, facilitators, and volunteers.

4	Schedule event sessions.	Event schedule completed.
5	Coordinate event registration and other logistics.	Registration process and database coordinated.
6	Prepare process reports as required.	Process reports prepared in collaboration with supervisor and team members.
7	Assist in event communications and promotion activities.	Event communication plan completed and implemented in collaboration with supervisor and team members

Additional Information:

Number of Interns: 1-2
Proposed Start Date: September 2022
Proposed End Date: Flexible

Number of Work Hours per Week: Part-time/ Full-time. Work hours can be negotiated.

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