

## **Arthur B. McDonald Canadian Astroparticle Physics Research Institute (McDonald Institute)**

Job Title(s):

Role 1: Finance Intern

Role 2: Special Events Intern

Role 3: Education and Professional Development

Intern Role 4: Communications Intern

The [Arthur B. McDonald Canadian Astroparticle Physics Research Institute \(McDonald Institute\)](#) is Canada's network for astroparticle physics, uniting researchers, theorists, and technical experts within one organization. Inspired and built on the legacy of Dr. Arthur McDonald (Nobel Laureate, 2015) and the SNO+ experiment, the McDonald Institute aims to connect talent within the larger community to maximize Canada's scientific impact.

In 2016, the McDonald Institute was awarded \$63.7 million through the Canada First Research Excellence Fund (CFREF) for seven years. This award enabled the McDonald Institute to significantly build on Canada's capacity to deliver a world-leading scientific program in astroparticle physics while engaging industrial partners, students, and Canadians of all ages. In April of 2024, the Government of Canada allocated another \$45.5 million in new funding for five years for the McDonald

## Internship Role 1: Finance Intern

Overview: This internship supports the McDonald Institute's finance team to gain hands-on experience in the operations of a Tier 1 Research Institute. This role focuses on supporting essential administrative functions related to pre- and post-awards services.

Reports to/mentor: Finance Officer

### Key Responsibilities:

- Collaborate with the Finance Officer to create and implement an efficient tracking system for budget versus actual tracking and new grant reporting structure.

- Work cooperatively with other staff members to ensure accurate and timely reporting.

## Internship Role 2: Special Events Intern

Overview: This internship supports the McDonald Institute's commitment to fostering equity, diversity, inclusion, and Indigenization (EDI) within its programs and national research network. The intern will have the opportunity to work on initiatives that promote diversity in the field of astroparticle physics.

Reports to/mentor: Manager for EDII Capacity Development

### Key Responsibilities:

- Collaborate with the Manager for EDII Capacity Development for the coordination and facilitation of two special events next year: Women in Physics Canada+ (WiPC+) and the McDonald Institute National meeting

- Liaise with the WiPC+ Committee at Queen's to coordinate the national conference for Women in Physics (scheduled for July 2025).

- Collaborate with the Associate Director, External Relations for the McDonald Institute Annual National Meeting (location TBD).

- Coordinating the following aspects of events, including:

  - Event planning

  - Speaker coordination

  - Marketing and outreach

  - Registration management

  - Budget tracking

### Learning Outcomes:

- Gain insights into EDII principles and their application in academic settings.

- Develop skills in event coordination, stakeholder engagement, and program assessment.

- Build connections with professionals dedicated to EDII at Queen's and across Canada.

### Qualifications:

- Required: PhD student or candidate with an interest in event planning, community engagement, EDII best practices and actions.

- Additional: Strong organizational and communication skills.

Internship Role

