

Role Title: Graduate Survey and Data Intern

Reports to: Jasmine Fernandes, Graduate Systems and Data Analytics Manager

Contract Length: 12 weeks, 10 hours per week

Start Date: September 14, 2026

Job summary:

This role is responsible for leading the design, development, and implementation of a comprehensive graduate student exit survey aimed at capturing key aspects of the student experience. The position applies best practices in survey methodology to create reliable, actionable data while working collaboratively with institutional stakeholders to ensure alignment with university priorities.

Key responsibilities include conducting environmental scans to identify sector-leading practices, developing a robust data analysis and reporting framework, and managing the full project lifecycle from initial design through testing and final delivery. The role also supports pilot testing, refines survey tools based on user feedback, and produces detailed documentation to enable ongoing use and longitudinal analysis.

In addition, the position contributes to institutional planning by ensuring data collected can inform decision-making and continuous improvement. The role emphasizes strong project management, stakeholder engagement, and analytic skills, while also supporting professional development and exploration of careers in higher education administration.

Job Duties:**Survey Design & Development**

- Lead the creation of a comprehensive exit survey for graduating graduate students, including drafting questions aligned with key areas of the student experience (e.g., academic support, supervision, research environment, professional development, and student services).
- Apply best practices in survey methodology to ensure clarity, accessibility, and meaningful data collection.
- Incorporate feedback from stakeholders to refine survey content and structure.

Environmental Scan & Best Practices Review

- Conduct a review of graduate student exit surveys used at other institutions to identify effective approaches and innovative practices.
- Summarize findings and recommend adaptations suitable for the university context.

Data Planning & Analysis Framework

- Develop a framework for how survey data will be analyzed and reported (e.g., identifying key metrics, themes, and reporting formats).

Project Management

- Create and manage a project timeline to guide the development, review, and finalization of the survey.

Testing & Implementation Support

- Coordinate pilot testing of the survey with a sample group of students to identify gaps or issues.
- Revise the survey based on testing feedback to ensure usability and effectiveness.

Documentation & Knowledge Transfer

- Develop a final report outlining the survey design process, rationale, and recommendations for implementation and ongoing use.
- Provide documentation to support future iterations or longitudinal tracking.

Professional Development & Reflection

- Engage in regular reflection on skill development and career interests in higher education administration.
- Participate in GCEI programming and networking opportunities to broaden understanding of non-academic career pathways.