Graduate Research Partnerships and Operations Intern

Role Title: Graduate Research Partnerships and Operations Intern
Department: Brock LINC
Reports to: Georgios Eftychiou, Associate Director, Partnership Development

Contract Length: 12 weeks, 10 hours per week
Start Date: December 1, 2026

Job summary:
This graduate internship supports Brock LINC's Research Partnerships function during a period of team growth and recruitment. The role focuses on coordination, research, and operational support that helps advance partnership development activities across industry, institutional, and funding-related files. Working closely with the Associate Director, the intern will assist with opportunity tracking, environmental scans, briefing materials, internal coordination, and process support connected to researcher engagement and external partnership development. The position is well suited to a graduate student interested in higher education administration, research partnerships, innovation support, and project coordination.

Job Duties:
Opportunity Tracking and Coordination

- Maintain and organize partnership opportunity tracking tool, contact lists, and related working documents.
- Support scheduling, meeting coordination, follow-up tracking, and file organization for partnership development activities.
- Assist with administrative coordination related to active and prospective partnership files, ensuring materials are current and accessible.

Research and Environmental Scanning

- Conduct environmental scans of companies, sectors, funding opportunities, and comparable university practices relevant to Brock LINC's research partnership activities.
- Summarize findings in short briefing notes, tables, or presentations to support internal planning and external engagement.
- Gather background information to support meetings, outreach preparation, and strategic discussions with internal and external stakeholders.

Writing and Materials Support

- Draft or format internal briefing notes, meeting summaries, background documents, and presentation materials.
- Support the preparation of clear, concise materials used in researcher engagement, internal planning, and partnership development.
- Help maintain templates, standardized documents, and shared reference materials to improve workflow efficiency.

Process Support

- Provide project and coordination support related to the growth of the Research Partnerships function, including document preparation and process tracking linked to onboarding activity.
- Assist in organizing information related to role transitions, workflow design, and internal coordination as the team structure develops.

Professional Development and Reflection

- Participate in regular check-ins to reflect on skill development and gain exposure to careers in higher education administration, research partnerships, and innovation support.
- Engage in GCEI programming and related professional development opportunities where applicable.