MITACS BUSINESS STRATEGY INTERNSHIP

SMART-Admin NBCGSS: AI Integration for Student Organization Operations

> ⚠️ **THIS IS A FULL-TIME POSITION REQUIRING PHYSICAL PRESENCE IN PRINCE GEORGE**

> ⚠️ **YOU WILL WORK AS NBCGSS ADMINISTRATIVE ASSISTANT**
> ⚠️ **APPLICATIONS CLOSE AS SOON AS THE RIGHT CANDIDATE IS FOUND - APPLY EARLY!**

POSITION OVERVIEW

The Northern British Columbia Graduate Students' Society (NBCGSS) is seeking a motivated Computer Science student or recent graduate for a full-time paid Mitacs Business Strategy Internship. You will work as the NBCGSS Administrative Assistant, providing essential office coverage and administrative support to our Executive Director. While performing your administrative duties, you will also work on a special AI implementation project supervised by Dr. Fan Jiang to develop automation solutions for our operations.

IMPORTANT: This position requires your physical presence at our Prince George office throughout the internship period. At least 20 hours per week will be dedicated to office coverage and administrative duties, working directly with our Executive Director. The remaining time will focus on your AI project under Dr. Jiang's supervision.

- **Project Title:** SMART-Admin NBCGSS
- **Duration:** Approximately 6 months, full-time (40 hours/week) - *Timeline is subject to change and will be determined by Dr. Fan Jiang, Academic Supervisor*
- **Compensation:** $10,000 Mitacs stipend
- **Location:** NBCGSS Office, Room 7-168, 3333 University Way, UNBC Campus, Prince George, BC V2N 4Z9 - **IN-PERSON PRESENCE REQUIRED**
- **Academic Supervisor:** Dr. Fan Jiang, Computer Science Department, UNBC
- **Reports To:** Rozanna Devamalar Rosarydasan, Executive Director, NBCGSS
- **Status:** Approved by Mitacs (Application Ref: IT49142)

ABOUT NBCGSS

The Northern British Columbia Graduate Students' Society (NBCGSS) is a registered non-profit organization established in 1997, serving approximately 600 graduate students at the University of Northern British Columbia (UNBC). With an annual budget exceeding $300,000, we provide:

- Student advocacy and representation

- Health and wellness programming
- Food security initiatives (including food bank operations)
- Professional development opportunities
- Community partnerships and events
- Graduate lounge and computer lab access

THE ROLE: ADMINISTRATIVE ASSISTANT + AI PROJECT

This position uniquely combines two elements:

Your Primary Role: Administrative Assistant (Minimum 20 hours/week)

You will work as the NBCGSS Administrative Assistant, reporting directly to the Executive Director. You will handle day-to-day office operations, student inquiries, events, communications, and all the responsibilities described below. This is real administrative work serving our graduate student community.

Your AI Project Goal: Supervised by Dr. Fan Jiang (Remaining hours)

While performing your administrative duties, you will observe operational workflows firsthand and work with Dr. Jiang to design and implement AI solutions to improve efficiency. Your hands-on experience as an admin gives you unique insight into what actually needs to be automated and why.

This integrated approach means the AI solutions you develop will be practical and grounded in real operational needs, not just theoretical exercises.

YOUR ADMINISTRATIVE DUTIES

Working directly with the Executive Director, you will be responsible for:

Office Administration:

- Answer phone calls, emails, and in-person inquiries
- Maintain a clean and organized office environment
- Manage filing systems and archives
- Assist with bookkeeping and financial record-keeping
- Support maintenance of society's status with the Registrar of Companies
- Record keeping of inventories

Member Services:

- Provide information about NBCGSS services and events
- Assist with health and dental plan inquiries
- Help manage the graduate lounge and computer lab access
- Operate/assist with food bank operations
- Address student concerns and direct them to appropriate resources

Communications & Marketing:

- Manage and update NBCGSS social media accounts (Instagram, Facebook, WordPress)
- Create engaging content to promote NBCGSS events and services
- Design posters, flyers, and promotional materials

Event Planning & Meeting Support:

- Assist with planning and executing NBCGSS events
- Assist in organizing meetings
- Take meeting minutes when requested

AREAS OF IMPROVEMENT IDENTIFIED

Through feedback from staff, the Executive Director, and previous board members, several areas of improvement have been identified for NBCGSS operations. Your AI project will address these opportunities:

- Time-consuming manual data entry and reconciliation processes
- Semi paper-based expense tracking that could be more efficient
- Opportunities for improved real-time financial reporting and operational visibility
- Potential for more consistent documentation systems
- Need to reduce organizational dependency on individual staff members
- Goal to reduce administrative burden on leadership positions

THE AI PROJECT: SMART-Admin NBCGSS

Working under the academic supervision of Dr. Fan Jiang (Computer Science), you will integrate artificial intelligence solutions into NBCGSS administrative operations. This project aims to automate time-consuming manual processes and create more sustainable operational systems.

The project will focus on AI integration into:

- Documentation systems
- Communication workflows
- Database management
- Financial tracking and reporting

PROJECT TIMELINE

(Subject to change based on Dr. Fan Jiang's determination)

Throughout the approximately 6-month timeline, you will work as Administrative Assistant while progressing through these AI project phases:

Months 1-2: Assessment & Analysis

Orientation, hands-on admin work, workflow documentation, and identifying automation opportunities

Months 3-4: Design & Development

AI solution design, technology selection, and pilot system development

Months 5-6: Implementation & Finalization

Pilot deployment, staff training, performance evaluation, and final documentation

WHAT YOU'LL GAIN

- Real-world non-profit administrative experience
- Hands-on AI implementation experience grounded in actual operational needs
- Direct mentorship from Dr. Fan Jiang and Executive Director Rozanna Devamalar Rosarydasan
- Access to Mitacs EDGE learning management system
- Experience working with a $300,000+ organizational budget
- Professional workplace skills valued by employers

QUALIFICATIONS

Required:

- Current Computer Science student at UNBC, OR recent graduate (within past 2 years)
- **Ability to commit to FULL-TIME WORK (40 hours/week) with PHYSICAL PRESENCE in Prince George**
- Strong interest in AI, automation, and organizational systems
- Excellent communication and interpersonal skills for working with graduate students and staff

Preferred:

- Experience with AI/machine learning technologies
- Understanding of database management and workflow automation
- Experience with office administration or customer service

IMPORTANT ELIGIBILITY NOTES

You cannot be a current employee of NBCGSS at the time of the internship. If you currently work for NBCGSS, you may need to end that employment before starting the internship. Please contact us to discuss - this situation requires Mitacs review and potential conflict of interest mitigation.

HOW TO APPLY

Applications are reviewed on a rolling basis. This position will close as soon as we find the right candidate. Don't delay - apply today!

Interested candidates should submit:

- Current resume/CV highlighting relevant technical skills and Computer Science coursework
- Cover letter (1-2 pages) explaining your interest and ability to commit to full-time, in-person work
- Contact information for ONE reference (academic, professional, or personal)

Submit application materials to: [INSERT APPLICATION EMAIL]

Subject Line: "Mitacs SMART-Admin Internship Application - [Your Name]"

QUESTIONS?

For questions about the position or application process:

Rozanna Devamalar Rosarydasan, Executive Director

Or visit our office: NBCGSS Office, Room 7-168 UNBC Campus, Prince George, BC
Monday-Friday, 9:00 AM - 4:00 PM

This is an exciting opportunity to gain practical AI implementation experience while working in non-profit administration and making a real difference for graduate students in Northern BC. Apply today - this position closes as soon as we find the right candidate!