Center for Student Advising – First-in Family

First-in-Family (FiF) is a unit within the Center for Student Advising serving undergraduate students in Columbia College and the School of Engineering and Applied Science. This position will support the CSA First-in-Family administrative team with initiatives targeting the first-generation student population. The First-in-Family unit provides **structured programs, academic advising, mentoring, community-building events, and informal support to first-generation students across all years in Columbia College (CC) and the Fu Foundation School of Engineering School (SEAS).**

This position focuses on supporting FiF deans (which includes an Associate Dean of Advising and two Advising Deans), and all aspects of advancing FiF programming and operational efforts. The fellow will be responsible for organizing program events (campus space, food considerations, agenda, flyers, promotion, etc.), coordinating student outreach, maintaining FiF digital files and resources, and making connections with on and off-campus resources. The fellow should foster a growing knowledge of **first-generation student concerns and considerations.** The fellow will communicate with students, other CSA resources, campus partner offices, and faculty when appropriate. The fellow will be expected to attend all FiF programming events in order to support both deans and students.

In support of the FiF program, the fellow will also be responsible for helping to plan and facilitate various FiF programming initiatives. Potential events include:

- Academic Writing Workshop
- Center for Career Education Support Sessions
- Study Abroad Information Session
- Faculty Panel Presentations
- FiF Talks and Panels (i.e., “How to Organize Your Semester”; “Professors, Research, and Accessing Academic Resources”; “How to Prepare for Midterms”; “What We Have Learned: Final Exam Preparation”; “Pursuing a Ph.D.”, etc.)
- Meet and Greets
- Community Building Events
- Other tasks and duties as needed

**Duties and Responsibilities:**

- Help develop, organize, and host programming events
- Facilitate FiF student Mentoring Program
- When appropriate, independently reach out to support office and resources
- Prepare and at times deliver electronic communication to the FiF student community
- Arrange Student Advisory Board meetings and agenda
- Support CSA FiF deans with any and all aspects of programming efforts
- Perform other duties as necessary to ensure that the FiF Program is effective and responsive to student needs
- Commit to approximately 10 hours per week
• Some evening and possible weekend work is required

Preferred Qualifications:
• Experience in program development, teaching or facilitating events
• Interest in supporting first-generation college students
• Ability to work independently
• Experience working with college students
• Excellent written, oral communication and interpersonal skills
• Excellent organization and time management skills
• Attention to detail required with an ability to set and achieve goals
Columbia University Press

Columbia University Press seeks to hire a fellow for the acquisitions editorial department. Applicants should be eager, hard-working students who would like to gain practical, entry-level experience in book publishing. The fellow will:

- Send out manuscripts for peer review
- Attend editorial and marketing meetings
- Compile lists of recipients of complimentary books
- Prepare final manuscripts for release to production
- Write selling points etc. for editorial and release memos
- Procure promotional blurbs from senior scholars
- Work on grant applications
- Request checks for advances, fees, and other payments
- Contribute to social media presence
Columbia University Press – Russian Library Series

Columbia University Press has an opportunity for a graduate student to assist with the Press’s new Russian Library series. The Russian Library will consist of ten books of Russian literature per year in English translation, to be published in simultaneous paperback, ebook, and cloth collector’s editions. The graduate student fellow will read proposals, research market and competitive titles, contribute to social media outreach, and help out with other aspects of the series launch, depending upon need and inclination. Russian language skills preferred; interest in translated literature, and the publishing world more generally, required.
Columbia University Real Estate

The Real Estate office is looking for a GSAS fellow to assist with the consolidation of all of its reporting obligations relating primarily to its commercial retail leasing portfolio in Morningside Heights and Manhattanville. The fellow will work with the Executive Director on various aspects of this portfolio to provide context to the reporting functions of the office. This project will include preparing a detailed memorandum outlining the considerations and processes that Real Estate employs in undertaking new tenancies. The fellow will:

- Work with members of the Real Estate team to understand, clarify and summarize all of Real Estate’s reporting responsibilities, including the office to whom such reporting is directed and the nature of the requested information
- Work with the Executive Director of Real Estate to develop a synopsis of our methodology relating to commercial lease transactions
- Assist the Executive Director and other members of the Real Estate group on commercial leasing issues as they relate to how commercial tenancies are filled
- Perform other related tasks as needed

The Real Estate office manages all commercial leased space at the University—in Morningside Heights, Manhattanville, and the Medical Center—where Columbia is either a tenant or a landlord. This includes the retail storefronts in Morningside Heights (such as shops, restaurants, cafés and bookstores) which help to define the neighborhood. It has expanded to include the ground-floor retail programming of the buildings that will create the Manhattanville campus in the future. This project focuses mainly on those two aspects of the office portfolio, though it may touch upon the Medical Center as well.

Qualifications:

- Interest in commercial real estate
- Ability to work independently
- Excellent computer skills and knowledge of Microsoft applications
- Must be detail-oriented and well organized
- Must have excellent oral and written communication skills
Executive Vice President for Research – Research Initiatives

The Office of Research Initiatives (ORI), within the larger Office of the Executive Vice President for Research, seeks a high-performing and diplomatic graduate student to fill a GSAS Academic Administration Fellowship, beginning in spring 2016.

The fellow will work under all ORI staff in the strategic planning for and execution of its Limited Submission Competition processes. A Limited Submission Competition is when an external funder – typically a government agency or private foundation – allows each institution to nominate a limited number of candidates per award cycle. To ensure the best candidate(s) are selected, ORI assembles advisory committees of faculty from various Columbia departments, schools, and campuses to evaluate each application received. The ORI facilitates over 70 Limited Submission Competitions per year, with aspirations to increase this number in the years to come.

The GSAS Fellow will assist ORI staff in the intake of applications, customer service activities for prospective faculty candidates and nominators, and the creation of review materials. Thus, this Fellowship represents a unique opportunity for graduate students to gain experience and insights of Federal funding agencies, foundation relations, faculty affairs, competition design, and, ultimately, how a complex research institution mobilizes its administrative support to facilitate the success of its researchers in receiving federal and private grants and contracts.
Faculty of Arts and Sciences - Educational Policy and Planning Committee

About the Educational Policy and Planning Committee:
The Educational Policy and Planning Committee (EPPC) coordinates educational policy across the schools that make up Arts and Sciences. Each semester, the EPPC sets its agenda in consultation with the Executive Committee of the Arts and Sciences, and summarizes the results of its deliberations to the Faculty of Arts & Sciences. The EPPC advises the Executive Committee and also collaborates closely with the Policy and Planning Committee (PPC).

The EPPC has the following members: the EVPAS; the Dean of Columbia College and Vice President for Undergraduate Education; the Dean of the Graduate School of Arts and Sciences and Vice President for Graduate Education; the Chair of the Committee on the Core (or his or her designee); the Chair of the Committee on the Global Core (or his or her designee); the Chair of the Committee on Science Instruction (or his or her designee); three faculty members appointed by PPC, including at least one member of PPC who acts as liaison between PPC and EPPC, and three additional members of the Faculty of Arts and Sciences, one from each division, appointed by the Executive Committee.

The EVPAS shall appoint the chair of EPPC. The Deans of the School of General Studies, the School of the Arts, and the School of Continuing Education will be ex officio members of EPPC. The EPPC will coordinate with the Chair of the Committee on Instruction of the School of Engineering and Applied Sciences as appropriate. Three student members representing GSAS, CC, and GS will be selected by the respective schools from a slate of candidates nominated by the respective student councils.

Data Visualization Project:
Our office's responsibilities include reporting and analysis for the Arts and Sciences supporting senior leadership as well as faculty-led policy and planning committees. While the vast majority of our reports are ad hoc, we generate an annual department profile that has been crucial in various planning and decision-making processes. The report, currently in an Excel spreadsheet, includes time-series data on faculty and instructors, the types of classes and students they teach, students in the major, concentration, M.A. and Ph.D. programs, among other data points. The objective of this project is to transition the department profile report from a static report to a set of user-controlled charts and graphs utilizing data visualization software such as Tableau or Lumira. (We are now in the process of selecting the most appropriate software and will make a decision by the end of the term.) We would like to work with a fellow to transition the report. The fellow will be responsible for learning the new software, working with us to design the new charts and graphs, and building these in the new interface. The ideal candidate will have some background in quantitative methods as well as a strong foundation in reading and constructing charts and graphs.
Heyman Center for the Humanities and the Society of Fellows

The GSAS Academic Administrative Fellow will have the opportunity to learn about and assist in promoting the mission of the Society of Fellows and the Heyman Center for the Humanities, especially its public humanities projects.

Founded in the mid-1970s, the Society of Fellows in the Humanities at Columbia University (SoF) supports innovative research and scholarship, encourages interdisciplinary discussion, and fosters collaborative projects organized by its Fellows in concert with Columbia faculty. Housed in the Heyman Center for the Humanities since the 1980s, the Society offers one-year fellowships, automatically renewable for up to two additional years, during which Fellows teach undergraduate courses, complete scholarly work, present work-in-progress to other Fellows and University faculty, and plan and participate in conferences on areas of research interest. The fellowships provide time and resources to develop independent scholarship within a broadening educational and professional context.

The Heyman Center for the Humanities (HCH) provides the intellectual and physical space for interdisciplinary discussions among members of the Columbia community and the New York City public. It brings together faculty and students from across the university—from the humanities, social and natural sciences, law, medicine, journalism, and the arts—to share thinking, debate ideas, and collectively consider methodological, conceptual, and ethical issues of common interest and concern. It sponsors public programming—lectures, poetry and fiction reading, workshops, conferences, symposia, seminars, and performances—and, through its Public Humanities Initiative, strives to expand the opportunities for humanities-based conversations, on and off campus, and to promote community-university partnered events. The Heyman Center also administers The Justice-in-Education Initiative, a collaborative project with the Center for Justice at Columbia, which provides education to incarcerated and formerly incarcerated individuals and integrates the study of justice more fully into the Columbia University curriculum. The Justice-in-Education Initiative is made possible by a grant from the Andrew W. Mellon Foundation.

Depending on interest and aptitude, the GSAS Administrative Fellow at the Heyman Center and Society of Fellows may:

- Research, write, fact-check, copyedit, and proof website copy for the SoF and HCH websites
- Provide administrative and editorial support to the CHCI Medical and Health Humanities website (an HCH public humanities project)
- Assist communications efforts through web-based research and social media
- Compile materials and draft copy for the Society of Fellows Annual Report
- Research and write working drafts of documents
- Collect data and create databases
- Participate in producing videos for the websites
- Participate in enhancing the SoF alumni network
- Perform other tasks as needed
Qualifications:

- Strong organizational skills
- Ability to work independently and manage tasks within short deadlines
- Computer competence in or ability to obtain excellent computer skills, including CMS
- Detail-oriented
- Excellent written communication and interpersonal skills
Institute for Comparative Literature and Society

The Institute for Comparative Literature and Society (ICLS) is looking for a GSAS Fellow to assist with program development and grant writing during the 2015-2016 academic year. ICLS has two projects that the Fellow will focus on in spring 2016: the development of a proposal for an M.A. program in Translation Studies and the grant-writing for our Medical Humanities initiative.

Under the supervision of the Assistant Director, the Fellow will:

- Research and write working drafts of documents, including grant proposals
- Work with online and other databases to enter/sort data
- Provide event/logistical support
- Perform other tasks as needed

It is the intention of ICLS to complete a proposal for the M.A. Program in Translation Studies by the end of the spring 2016 semester. The GSAS Fellow will become familiar with the full scope of preparing such a proposal. Additionally, the GSAS Fellow will assist in the grant-writing efforts for continuing our research program started by a CHCI Mellon seed grant.

Qualifications:

- Strong organizational skills
- Ability to work independently and manage tasks within short deadlines
- Excellent computer skills and knowledge of Microsoft applications
- Detail-oriented
- Excellent oral and written communication and interpersonal skills
- Experience in a higher education setting preferred
Postdoctoral Affairs

The Columbia University Office of Postdoctoral Affairs (OPA) has a mission to holistically support and assist Columbia University postdocs in their professional training and development as well as to offer in-depth guidance and resources to the Columbia University community on matters pertaining to postdoctoral affairs. OPA carries out this mission, in part, through designing and organizing career and professional development programs for the University’s postdocs. One area of focus for a subset of these programs is on broadening postdoc exposure to career opportunities, particularly non-faculty career options. National survey data, professional society and government agency reports, and a host of recent scholarly articles document that the majority of postdocs who have completed their training in recent years are not in tenure-track faculty positions, but rather are employed across a wide-spectrum of career sectors. However, career outcome data at the individual University level is lacking, particularly drilled down by discipline. OPA has a particular interest in collecting data on career outcomes of the University’s postdoctoral alumni as this data will help inform the design of new career and professional development programming that OPA would organize in the coming years. Dovetailing with the postdoc career outcomes data collection effort, OPA also has a keen interest in building a robust postdoc alumni network. OPA would like to establish this alumni network in order to provide prospective career mentors to the University’s postdocs and create a postdoc recruiting pipeline at the companies and organizations in which these alumni are employed.

The project OPA is proposing for a GSAS Academic Administration Fellow has two main components. The first component of this project is centered on building a postdoc alumni network. The fellow will reach out to postdocs completing their training to ask them to complete a recently designed OPA exit survey and to join our “Postdoc and Postdoc Alumni” group on LinkedIn. The exit survey will provide valuable information about career outcomes of our recent postdocs and identify alumni who have interest in serving as career mentors. The fellow, with guidance from the OPA Director, will also design and launch a video library platform that will be open to postdocs and postdoc alumni and feature OPA videos on a range of career and professional development topics. The video library will be a key incentive for postdoc alumni to join the alumni network. The second component of the project would entail completing a career outcomes research project initiated by a GSAS Academic Administration Fellow in fall 2015 on the University’s postdoc alumni who were at the University in 2010. Web-based research and social media are utilized to track career outcomes of postdoc alumni and data is collected in an ACCESS database that has been designed for this project. The fellow would be able to carry out this portion of their fellowship remotely.
Public Books

The Fellow will have the opportunity to learn about and assist with the editing, production, and promotion of articles for the online review *Public Books* and its associated blog, which together currently attract an average of 15,000 readers. Depending on interest and aptitude, the Fellow may:

- Fact-check, copyedit, format for the website, and proof articles (reporting to the managing editor)
- Liaise with peer publications and help to administer our Facebook, Twitter, and Instagram feeds (under the supervision of the digital strategist)
- Propose topics and works for review, communicate with reviewers, and contribute to the blog (in consultation with the editors in chief and corresponding editor)

Depending on skills and research background, the Fellow may also pursue new initiatives within the organization.
School of Professional Studies – Division of Lifelong Learning

The Executive Director of Lifelong Learning (LLL) is looking for a GSAS fellow to assist with development of a new division in the School of Professional Studies (SPS). The fellow will spend much of her/his time assisting in developing and managing aspects of this new division and preparing for a fall 2016 launch.

The fellow will:
- Curate existing SPS and university offerings for the LLL population
- Draft course descriptions for website
- Assist in assembling the “season” including scheduling, communicating with faculty
- Interface with marketing team for preparation of “rollout”
- Interface with Instructional Support on classroom assignments
- Interface with Operations and Student Affairs on Registration
- Assist in budget management
- Perform other tasks as needed

Qualifications:
- Strong organizational skills
- Ability to work independently and manage tasks within short deadlines
- Excellent computer skills and knowledge of Microsoft applications, especially Excel
- Detail-oriented
- Excellent oral and written communication and interpersonal skills
- Experience in a higher education setting preferred
- Interest in working with/on behalf of special populations desirable
Vice Provost for Academic Programs

The Office of the Vice Provost for Academic Programs is seeking a GSAS fellow to assist with university-wide educational agreements and partnerships with US and foreign universities and organizations, tracking Columbia University center and institute data, as well as other projects. The fellow will devote much of her/his time to organizing existing agreements as well as agreement renewals in accordance with federal regulations and information on centers and institutes.

The fellow will:

- Assist with the implementation of a filing system for both electronic and physical files
- Research and write working drafts of documents
- Work with online systems and other databases to enter/sort data, which will include work on a new database to track educational agreements and other applications received by Office of the Vice Provost for Academic Programs
- Assist with cataloging information on university-wide centers and institutes, and with the implementation of new application processes
- Provide event/logistical support
- Perform other tasks as needed

Qualifications:

- Strong organizational skills
- Ability to work independently and manage tasks within short deadlines
- Excellent computer skills and knowledge of Microsoft applications
- Detail-oriented
- Excellent oral and written communication and interpersonal skills
- Experience in a higher education setting preferred

The Office of the Vice Provost for Academic Programs:

The Office of the Vice Provost for Academic Programs is responsible for overseeing the University's academic programs, monitoring educational partnerships with US and foreign universities and organizations, managing University accreditation, advancing interdisciplinary programs within schools and departments, administering Presidential Teaching Awards for faculty and graduate students, and facilitating interschool fellowships for graduate students. Further information on the Office can be found here: http://academicprograms.columbia.edu/.
Work/Life

Columbia University’s Office of Work/Life fosters the well-being of the Columbia community and its people in their pursuit of meaningful and productive academic, personal and work lives. It consists of the following programs and services: School and Child Care Search Service, Housing Information and Referral Service, Faculty Spouse/Partner Dual Career Service, Breastfeeding Support Program, Back-Up Care Program, and Wellness Program. Please see the Work/Life website (http://worklife.columbia.edu) for more information on these programs and services as well as additional information and resources on the covered topics.

Communications:
Understanding the ways that email, website, and other electronic communication strategies support programming, being aware of what peer institutions are doing for their faculty, staff, and students to maintain a competitive edge for recruiting and retention, and ensuring target campus community groups’ engagement are all important activities for a career in higher education administration.
The fellow may choose to attend program development discussions, faculty recruitment strategy discussions, Work/Life workshops and events, and meetings of various campus organizations whose missions align with the Work/Life office.

Email:
The fellow will serve, along with the Office representative, as a liaison between the Office of Work/Life and a Columbia design services team to redesign the office’s campus-wide communication strategies. He or she will help develop strategic email communication strategies that maximize community engagement with the Work/Life office and its resources. This redesign will include implementing contemporary email marketing best practices, developing an accessible email template that is effective across a variety of platforms, and determining key content and copy for email communication. This process will occur completely over the summer in preparation for a revised fall semester email communication plan.

Website:
The fellow will also be involved in reviewing the Office of Work/Life website for overall structural clarity. While the Work/Life website has been recognized for excellence by the College and University Work/Life/Family Association, many pages have been added since the original site design. These additions have created an opportunity for targeted review and revision to ensure that Columbia community members can easily navigate the website and locate information about the programs, services, policies and benefits available to them. Other website considerations include accessibility across common mobile and desktop platforms, naming and structuring landing pages, and organizing miscellaneous resource information to maximize accessibility and navigability.

Electronic Newsletter:
The fellow will review the format of the Office of Work/Life’s existing PreKindergarten & Kindergarten NYC electronic newsletter and discuss with staff their goals for redesign. He or she will then research additional capabilities and formats available within the current platform and will develop a new newsletter format to be implemented in the 2016-17 academic year.
Email Templates & District Maps:
The fellow will develop email templates to support consultations with School and Child Care Search Service clients. Distinct templates will be developed, with information provided by the professionals in the Service, for families with students entering Kindergarten, Elementary, Middle, and High School. Templates will include concise information on the range of options available to New York City families, including public, independent, charter, and faith-based options with relevant links to online resources for those seeking more detailed information. As further support to client consultations, the fellow will research and develop maps of targeted public school districts, including individual school information for each school within targeted districts.

School Visit Tracking Document:
The fellow will develop and implement a system for planning, recording, and tracking school visits for staff of the School and Child Care Search Service, supporting the maintenance of expertise in NYC schooling options by facilitating at-a-glance determination of schools visited and assessment of trends.

Aging:
The topic of the aging population has arisen from numerous perspectives: health and wellness, elder care, caregiving (for children, adults, elders), housing, IT, finances, and lifelong learning to name a few key areas. The Office of Work/Life is interested in exploring this topic further and possibly expanding the current information and resources that are available online. This exploration involves:

- Benchmarking other universities retirement planning programs and retirement centers
- Participating in program development discussions.

Recruitment:
Recruitment of administrators who are committed to Columbia University’s mission of education and research is critical to ensuring that all faculty and staff have highly functioning operations. The Director of Recruitment in CUHR, who also serves in the Office of Work/Life Faculty Spouse/Partner Dual Career Service, is engaged by schools and departments to manage searches for mid-level and senior level administrators. The graduate fellow could assist in the screening of resumes and matching with the needs of the hiring unit. He/she could also track metrics to seek out trends that would then lead to sharing of talent throughout the University.
Vice Provost for Faculty Affairs

For many years, the Provost’s Office of Academic Administration maintained a searchable database of faculty disciplines and professional fields of expertise. For the 2016 summer, the newly reorganized Office of Faculty Affairs would like to continue this work by appointing a doctoral student to perform independent searches to update and rebuild the database.

The proposed work addresses an urgent need in the Office of the Provost. At present, this resource is not available centrally to the University. The participant in this fellowship will have an opportunity to work independently, to learn about the composition of our faculty, and to make recommendations on how to improve and sustain the management of the database.