Center for Student Advising – Academic Resources in Support of Excellence

Academic Resources in Support of Excellence (ARISE), a unit within the Center for Student Advising (CSA), serves undergraduate students in Columbia College and the School of Engineering and Applied Science. This position will support the CSA Tutoring Service and other academic support initiatives within ARISE. The CSA tutoring service provides free academic support to SEAS and CC students in a wide range of courses.

This position primarily focuses on the training and supervision of peer tutors. At the beginning of the semester, the fellow will be responsible for developing tutor-training content on an approved topic, which will be presented during tutor training on Friday September 16, 2016. Throughout the semester, the fellow will then be responsible for helping to observe tutoring sessions and provide feedback to tutors in relation to the material that was presented during tutor training. Because the majority of tutoring sessions occur outside of regular office hours (during the evening and on weekends), the fellow will have great flexibility in making their own schedule. However, there may also be a bi-weekly tutor supervision meeting during regular business hours, which he/she would be expected to co-facilitate whenever possible.

In support of the ARISE program, the fellow will also be responsible for planning and facilitating at least one academic skills workshop on a topic to be approved by the ARISE staff. Some potential topics include:

- How to make the most of office hours, recitation sections, and TAs
- Building strong study habits
- Effective note-taking
- Time management

The fellow may also be asked to support CSA tutoring staff with other tasks and duties as needed. All tasks will relate to academic support or new academic skill-building initiatives within the CSA.

Duties and Responsibilities:

- Develop content for tutor training in any one of the following areas: growth mindset, educational psychology, learning processes, pedagogy, or other similar topics
- Facilitate tutor training on Friday September 16, 2016 (9:00 a.m. – 5:00 p.m.)
- Observe tutoring sessions and conduct feedback de-briefs with tutors
- Prepare and deliver an academic skills workshop on a to-be-determined topic
- Develop web content for academic skill building
- Perform other duties as necessary to ensure the smooth operation of the tutoring service
- Commit to about 8 hours per week

Preferred Qualifications:

- Experience teaching, tutoring, or facilitating small groups in an academic setting
- Interest in advising and/or academic support initiatives
• Ability to work independently
• Excellent organization and time-management skills
Columbia Community Service – Neighbors Helping Neighbors

Being a good neighbor by assisting local nonprofit organizations is an important part of Columbia’s mission. **Columbia Community Service** (CCS) helps to achieve this goal by providing a means for faculty, staff, and retirees of Barnard College, Columbia University, and Teachers College to contribute to an annual campaign that assists local nonprofit organizations, such as soup kitchens, after-school programs, retiree services, health and rehabilitation centers, and other critical community programming. Every year, Columbia Community Services makes grants to such organizations, as well as providing logistical support and professional advising. Because the University covers all administrative expenses, 100 percent of the contributions go to local nonprofits. During the 69th annual campaign (2015-2016) Columbia Community Service made grants to 56 local nonprofit organizations.

**Community Outreach Coordinator Position:**

Assisting with planning, administration, communication, and the provision of services to our partner organizations, The Community Outreach Coordinator reports to the Columbia Community Service (CCS) Director.

Duties include:

- Preparation of written and graphic materials, such as the CCS annual brochure, CCS flyers, and the CCS grant application.
- Promotion of the CCS annual campaigns and initiatives, including presentations, tabling at events, and direct solicitation efforts.
- Tracking partner organizations’ progress and ensuring due diligence at site visits and through the review of grant applications and reporting materials.
- Representing CCS as a student intern at partner organizations. Job descriptions will include assisting with the development and/or management of a particular project.
- Other responsibilities may include writing and editing CCS board and committee minutes and assisting with special projects as they occur.

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Columbia Precision Medicine Initiative

The Columbia Precision Medicine Initiative (CPMI) is a cross-university initiative started by President Bollinger, with the goal of leveraging the exponentially increased quantity of genomic information now available to scientists and researchers. The Initiative integrates a broad range of disciplinary perspectives to create a pipeline of basic science, translational science, and medical science.

The CPMI is developing a website aimed at internal and external audiences alike. Among multiple features will be a blog, designed to acquaint a general audience with the methods, concepts, challenges, and outcomes of precision medicine and interdisciplinary biomedical research. The CPMI seeks to recruit a GSAS Fellow to spearhead a variety of tasks associated with running this new blog, including but not limited to: developing regular search criteria; writing and commissioning articles; and coordinating with faculty leaders within the CPMI. A background in science is not required, although a keen interest in science and science communication will be beneficial.

This fellowship project is an unparalleled opportunity for advanced doctoral students to plug themselves into a significant university-wide initiative and to start and advance an integrated communications strategy from the ground up. The fellow will interact with faculty and senior leadership involved in the CPMI, as well as with administrative offices across all campuses and competency areas.
Columbia University – Faculty of Arts and Sciences

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, MA and PhD 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 the data visualization software Tableau. We would like to work with an intern to continue the transition of the report which began this summer. The intern 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.
Columbia University Fu Foundation School of Engineering and Applied Sciences – Graduate Student Affairs

The Office of Graduate Student Affairs at SEAS works to provide comprehensive support services to new and continuing Master’s and doctoral engineering students. We work with offices across the University and departments at SEAS to connect students with the resources necessary to help make them successful socially, academically, and professionally. The fellow is tasked with fostering a community of students by helping produce high quality programs and communications.

The fellow will work with the Assistant Director of Graduate Student Services to plan and execute professional development activities throughout the semester. She/he will help identify and source talented experts from the NYC design, tech, and engineering communities to build upon the existing professional development program.

The Office of Graduate Student Affairs works closely with the International Students and Scholars Office, University Apartment Housing, and the Registrar to ensure incoming students are properly advised of processes including visa and housing applications, as well as course registration. The fellow will help build a communications strategy that encompasses these items for incoming students as well as our social and professional development programs.
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
The Earth Institute – Office of the Executive Director

The Office of the Executive Director is responsible for executing and supporting the short- and long-term priorities of the Earth Institute. It guides, coordinates, and monitors the work of the other central administrative offices at Hogan Hall. This office maintains close communication and coordination with research units to support the mission of the Institute, and helps connect research units to the services and assistance they need. The office serves as a key conduit to the rest of the university, developing and maintaining key relationships across schools, departments, and central administration. It promotes the work of the Earth Institute internally and externally, and works closely with the senior management team to identify opportunities for the Earth Institute to leverage its strengths and address organizational challenges.

Fellowship Description
For eight hours per week, the Fellow will support the Executive Director's Office in its operations, management, and strategic planning initiatives. The fellow will track progress on special projects and assist with analyses of various aspects of operations and management. The fellow will provide support to the management and implementation of various organizational strategies, policies, and practices. S/he will help identify new opportunities and initiatives related to internal operations, such as developing ways to improve communications between various units of the Earth Institute. The fellow may work on projects related to the Earth Institute Staff Advisory Committee, and/or the Management Advisory Board. The fellow will gain valuable insight and a well-rounded perspective on the operations of a large research institute with a unique organizational structure within a university.

Responsibilities Include:
- Assist with identifying and prioritizing new management and operations activities
- Manage assigned projects and initiatives, working closely with Executive Director's office staff to develop goals and complete deliverables
- Create goals and milestones based on primary objectives of the Institute
- Create and implement projects that stem from the Staff Advisory Committee
- Coordinate between various departments as needed to complete projects that span multiple offices and/or centers
- Contribute to short- and long-term planning and strategy for the Executive Director's Office

Qualifications:
- Superior oral and written communication skills
- Excellent organizational and analytical skills
- Strong attention to detail
- Excellent computer skills, including Microsoft Office, Excel and Power Point
- Ability to work independently and manage tasks within short deadlines
Executive Vice President for Research

The Office of the Executive Vice President is a central unit responsible for developing, advancing, and supporting the University’s research enterprise. As more external funders—particularly the National Science Foundation—will only award grants for research that has a demonstrable impact on public life, it becomes ever more critical that Columbia’s faculty connect their research efforts with outside individuals and groups (be those groups public citizens, students, employees, et cetera).

To this end, the Office seeks to recruit a fellow to catalog the myriad of outreach programs that currently exist across the entire University, of which there are many (both known and yet unknown). The project is a joint initiative led by the Office of the EVP for Research, but in close partnership with other offices and schools such as the Office of Government and Community Affairs, Engineering, Arts and Sciences, and the Medical Center. The fellow will complete a semester-long project to identify programs designed to connect research with external communities, determine their structures and financial models, and translate findings into a practical report and database that faculty can use when preparing grant applications. The end result should guide prospective grant applicants into approaching various outreach programs that suit their needs for community engagement.

This fellowship project is a rare opportunity for advanced doctoral students passionate about research communications, community affairs, diversity and inclusion, and science education to establish relationships with faculty and administrators devoted to engaging the public in research innovations. The fellow must be highly entrepreneurial and motivated to navigate a large, complex, and often disconnected university, and must be focused on translating their own research into an educational opportunity. A background in the sciences, education, or outreach is useful, but not required.
Executive Vice President for Research – Research Initiatives

The Office of Research Initiatives is a central office responsible for securing funding for interdisciplinary research projects primarily within the sciences, engineering, and medicine; it does this through a range of internal communications activities, designing review competitions, hosting educational and networking events, and evaluating external grantmaking opportunities in order to improve the University’s success rates with obtaining competitive funding.

The Office seeks to recruit a fellow who will conceptualize his/her own personalized project designed to make Columbia’s research enterprise evermore competitive with securing grants. As there are many paths one might take towards increasing competitiveness, potential projects can include:

- Examining historical grantmaking activities of federal agencies and/or private foundations to develop recommendations for how faculty should prepare future grants
- Writing internal and external communications articles about the impact and novelty of Columbia’s interdisciplinary research
- Evaluating prior internal competitions, and developing recommendations for optimizing and innovating current processes
- Translating biomedical research content into general web articles for the Columbia Precision Medicine Initiative
- Other creative projects

While the fellow would operate with great latitude and independence, applicants for this position should be prepared to “pitch” the office on one or two potential projects of interest, and articulate how those projects will aid Columbia researchers in directly or indirectly obtaining external funding.

This fellowship is an exceptional opportunity for a doctoral student in the sciences who seeks a thorough understanding of the research fundraising landscape—whether to explore new career paths, or to better position their candidacy for eventual faculty job applications. The Office would readily consider applicants from non-science disciplines as well. Prior experience in communications, data analysis (via Excel), and grantwriting is preferable, but not required.
Graduate School of Arts and Sciences – Institute of Latin American Studies (ILAS)

The Institute of Latin American Studies (ILAS) at GSAS is the center for research, teaching, and discussion on Latin America at Columbia University. Its main goal is to bring together and provide resources for Columbia faculty, students, and visiting scholars, recognizing the diversity of their interests and approaches while strengthening their links with Latin America and with communities of Latin American origin in the United States.

Fellowship Description:
For five to ten hours per week, the fellow supports ILAS in its efforts to identify, secure, and maintain new and continuing sources of funding from business, nonprofit, and other funding entities that allow ILAS to provide funding for students and faculty, and for programs and projects relevant to ILAS' mission. For existing and new grant proposals, the fellow will draft reports by communicating with and conducting outreach to student groups, centers, and departments to ensure proper data collection and project evaluation. This fellowship will provide a well-rounded perspective on grant writing, fundraising, and reporting that will be very useful for future scholars seeking funding sources for their own projects and professional development.

Responsibilities Include:
- The fellow will help to identify funding opportunities relevant to ILAS and its activities, help draft grant proposals, and collect relevant data
- Coordinate with university constituencies to gather data for drafting annual reports
- Create and maintain metrics to evaluate activities and programs relevant to grants

Qualifications:
- Superior oral and written communication skills
- Excellent organizational and analytical skills; strong attention to detail
- Excellent computer skills, including Microsoft Office and Excel
- Interest or previous experience in scholarly writing, and marketing or communications preferred
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 or ability to obtain excellent computer skills, including CMS
- Detail-oriented
- Excellent written communication and interpersonal skills
Institute for the Study of Human Rights – Human Rights Advocates Program

The Human Rights Advocates Program (HRAP) is the flagship training program of the Institute for the Study of Human Rights (ISHR) at Columbia University. Established in 1978 at Columbia, ISHR is committed to three core goals: providing excellent human rights education to Columbia students, fostering innovative interdisciplinary academic research, and offering its expertise in capacity building to human rights leaders, organizations, and universities around the world. Current activities include: a peace building program, an Indigenous Peoples’ Issues Lecture Series, a Visiting Scholars Program, a human rights education program, and an annual summer school.

HRAP targets proven grassroots human rights leaders around the globe as well as marginalized communities in the U.S. The Program features a four-month residency at Columbia University with a structured curriculum of advocacy, networking, skills building, and academic coursework tailored to the Advocates’ professional interests and needs. Since HRAP was founded in 1989, 299 advocates from 84 countries have honed their skills, gained knowledge, and expanded their networks through the program. The 2016 cohort will include human rights advocates from countries including Armenia, Cameroon, Democratic Republic of Congo, Kenya, Nepal, Suriname, Uganda, and Zimbabwe.

Fellowship Description:
For 8 to 10 hours per week, the fellow will support the participants in the 2016 HRAP. The fellow will arrange relevant networking opportunities for the HRAP participants with human rights organizations in NYC and DC. The fellow will also help raise the participants’ profiles by filming short interviews for the HRAP Channel on YouTube, working with the participants on their essays for the program report, and arranging speaking engagements for the participants on campus. The fellow will report to the Director of Capacity Building of ISHR.

Responsibilities Include:
- Reaching out to human rights organizations in NYC and DC to arrange individual and group meetings for the 2016 HRAP participants
- Keeping appointments for 2016 HRAP participants up-to-date on their individual calendars as well as the group calendar
- Following up with participants to make sure they have submitted short summaries about the meetings
- Filming 3-minute interviews with participants and uploading to HRAP Channel on YouTube
- Working with participants on their essays for the annual program report
- Arranging on-campus speaking engagements, including room reservations and publicity for the participants

Qualifications:
- Superior oral and written communication skills
- Excellent organizational and analytical skills; strong attention to detail
- Excellent computer skills, including Microsoft Office
• Comfortable with social media including Facebook and YouTube
• Interest or previous experience in human rights 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. Additionally, OPA is engaged in a wide range of activities that are focused on enhancing and reinforcing a supportive and inclusive postdoctoral training environment at Columbia University.

OPA has several potential projects that may interest a GSAS Academic Administration Fellow and will provide a tremendous mentoring and training environment for any student seeking to gain administrative experience. The first potential project is centered on OPA’s career development resources. OPA would like to develop an online platform for Columbia’s postdocs and postdoc alumni that will contain descriptions of all of its programs and courses, recordings of OPA-led career and professional development workshops, and a planning tool that will allow postdocs to track their progress and store their certificates of completion for use in developing resumes and CVs. The fellow, with guidance from the OPA Director, could spearhead the development of this platform.

The second potential project entails programming for social science and humanities postdocs. The vast majority of postdocs at Columbia are in the sciences and engineering and, as a result, a significant proportion of OPA’s programming is targeted to these postdocs. OPA is interested in developing new programming that is specifically geared towards social science and humanities postdocs and the fellow could play a critical role in helping to develop and implement the first iterations of these programs in the fall.

The third potential project builds upon work completed from the Spring 2016 GSAS Administration Fellow, on new diversity and inclusion initiatives from OPA. This past spring, the GSAS Administration Fellow, under the direction of OPA, helped to launch two new postdoc affinity groups: URPostdocs, a group serving underrepresented minority postdocs at Columbia, as well as PostdoQs, a group serving LGBQTIA postdocs at Columbia. Both groups are in their early stages and will have new events and programming launched this fall. The fellow could help organize the events and programs of these two affinity groups and help the groups increase their memberships.

Lastly, OPA is open to other project ideas as well and would be willing to create new project ideas based on the interests of a potential fellow.
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 the 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 the website
- Assist in assembling the “season,” including scheduling and 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 products, 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
Undergraduate Student Life – Office of Multicultural Affairs

The Office of Multicultural Affairs is looking for a GSAS fellow to assist with the administration of an international student campus climate survey and needs assessment. The fellow’s primary project will focus on conducting, analyzing, and reporting the results of the biannual undergraduate international student campus climate survey. The fellow will also provide support to conduct focus groups followed by the survey to gain in-depth understanding of the college experience of international students at Columbia.

The fellow will:

- Assist in the dissemination of the biannual international student campus climate survey
- Conduct preliminary analysis on the data collected from the survey
- Work with the Office of Multicultural Affairs staff and the International Student Advisory Board (ISAB) to conduct focus groups followed by the campus climate survey
- Analyze focus group results using NVivo or ATLAS.ti and write draft reports of findings
- Research best practices in international student support based on the survey and focus group results
- Perform other tasks as needed

Qualifications:

- Strong understanding of the major trends and initiatives in the field of International Education at the post-secondary level
- Experience in qualitative research analysis using NVivo and/or ATLAS.ti
- Excellent written, oral communication, and interpersonal skills
- Ability to work independently and collaboratively
- Experience in compiling large-scale campus survey preferred
- Experience in higher education setting and/or with international students preferred
Weatherhead East Asian Institute

The Weatherhead East Asian Institute is looking for a GSAS fellow to assist WEAI’s student forum, the Asia Pacific Affairs Council (APAC), with student outreach during the 2016-2017 academic year. In addition, the fellow will create content about WEAI academic programming and events in accordance with Title VI’s prerogative to broaden public education on East Asia.

The fellow will:

- Recruit student participants and volunteers for WEAI core programming
- Organize student programming such as career/internship panels featuring WEAI alumni
- Liaise with faculty and staff across Columbia University campus to develop content for WEAI events
- Coordinate travel, logistical, and financial arrangements with various Columbia University offices
- Report on WEAI academic programming and events
- Review and produce content for WEAI’s website and social media platforms
- Perform other tasks as needed

Working with APAC to enhance WEAI’s profile on campus, the GSAS fellow will gain hands-on student affairs experience while producing content for WEAI’s website, Asia for Everyone web portal, and biannual magazine, The Reed.

Qualifications:

- Excellent oral and written communication skills
- Strong writing and analytical skills
- Ability to work independently and manage tasks within short deadlines
- Detail-oriented with fast turnaround on projects
- Experience in data collection and grants reporting preferred
- Excellent computer skills and knowledge of Microsoft products; knowledge of InDesign and Raiser’s Edge preferred
- Knowledge or experience in East Asia preferred but not necessary
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.

The fellow may choose to fully participate in the Office of Work/Life activities, including program development discussions, Work/Life workshops and events, and meetings that include participants from various campus organizations whose missions align with the Work/Life office.

In addition, the fellow will work on the following projects:

Communications:
Understanding the ways that email, websites, 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 Office of Work/Life is actively engaged during the summer and fall of 2016 with a website redesign, development of a new template for emails to the university community, review of current topical newsletter formats, and overall development of the most effective methods for communicating its programs and services to the university community. The fellow will be directly involved with this process and will play a key role in the development of materials.

Email Templates and 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, tracking, and recording assessments of 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.
Morningside Neighborhood Guide:
To facilitate the transition to living in NYC, specifically near the Morningside campus, the fellow will complete a guide that includes history, resources, and the location of schools, churches, and other institutions for new faculty, staff, and students.

Aging:
The topic of the aging population has arisen from numerous perspectives: health and wellness, elder care, caregiving (for children, adults, and 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 fellow may assist in the screening of resumes and matching with the needs of the hiring unit. He/she might also track metrics to seek out trends that would then lead to the sharing of talent throughout the University.
Real Estate Department

The Real Estate office is looking for a GSAS fellow to assist with the development of a quarterly report relating to its leasing portfolios in Morningside Heights, Manhattanville, and the Medical Center. The fellow will work with members of the Real Estate team to understand the various reporting responsibilities of the office, develop a matrix of key performance indicators, and create a template that delivers a consistent snapshot of the entire portfolio over time. This project will include learning about the software systems used by Real Estate to manage its tenancies from the perspective of both landlord and tenant.

Reporting to the Executive Director, the fellow will:

- Work with members of the Real Estate team to understand and develop a matrix of key performance indicators that are responsive to both the reporting responsibilities and the overall goals of the organization
- Become familiar with our tenant management software and its capabilities with a view toward understanding how to generate critical information
- Synthesize the data above to create a template that will serve as a quarterly report.

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 retail storefronts, academic and administrative space, laboratories and medical suites.

Qualifications:

- Interest in commercial real estate
- Ability to work independently
- Excellent computer skills and knowledge of Microsoft products
- Must be detail-oriented and well-organized
- Must have excellent oral and written communication skills