

Columbia Community Service – Community Outreach Coordinator

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, CCS 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 70th annual campaign (2016-2017) Columbia Community Service made grants to 57 local nonprofit organizations.

The Columbia Community Service needs assistance with the promotion of the CCS Campaign. This year, we will use several techniques to help communicate the urgency of the work and the impact of grants in the local community. Some of these techniques will include creating short videos, tabling at events, creating new publication pieces, and creating a new theme that highlights beneficiaries of the services that are supported by CCS grants. The CCS office also needs assistance with seeking new sponsorship of Campaign events and review of grant reporting materials submitted by CCS grantees.

The selected fellow will perform his or her tasks in the CCS offices, and will be included in staff, board, and department meetings, and when possible, will be invited to participate in CCS events on and off campus. The fellow should expect to gain skills in team-building, time management, data gathering, and creative problem solving.

Fellow Responsibilities

- Assist with the promotion of the CCS annual campaigns and initiatives, including tabling at events, and communication on social media platforms such as the CCS website, Facebook, Instagram and Twitter accounts
- Track partner organizations' progress and ensure due diligence through the review of reporting materials
- Other responsibilities may include assisting with special projects as they occur, such as the CCS Food, Coat, and Toy drives

Desired Qualifications

- Some experience working in a non-profit environment, with an understanding of the challenges that non-profits experience
- Desire to work in areas that address critical issues such as the environment, homelessness, arts and culture, social justice, equality in education, and human rights.

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- Some experience with grant writing is preferred but not mandatory
- Good project management, and written and oral communication skills

Expected Fellow Time Commitment

5-10 hours per week

Columbia University Press – Literature in Translation: Acquisitions and Marketing

Columbia University Press seeks to enhance Columbia University's educational and research mission by publishing outstanding original works by scholars and other intellectuals that contribute to an understanding of global human concerns. The Press also reflects the importance of its location in New York City in its publishing programs. Through book, reference, electronic publishing, and distribution services, the Press broadens the university's international reputation.

Columbia University Press plays a major role in bringing international literature to Anglophone audiences. This list focuses on East Asian literature, a historic strength of both the University and the Press. We have recently added Russian literature in translation in the form of our Russian Library series. The fellow would assist with the formulation and implementation of a plan to better market these books, both to academic and non-academic audiences. This task requires an interest in course design, academic trends, and literary publications, and will encourage deeper contemplation of the relationship between the academy and the wider world.

The fellow will also be encouraged to weigh in on acquisitions decisions. The fellow will read book proposals and translation samples and help to decide how the Press can best allocate its resources on the translation list.

The fellow will be encouraged to attend editorial meetings and otherwise participate in the day-to-day workings of the Press. Informational interviews will be arranged on request with colleagues from different parts of publishing. The fellow will gain a holistic understanding of the academic publishing process, and will work directly with an acquisitions editor and a publicist, which will provide valuable cross-department experience.

The selected fellow should expect to gain first-hand knowledge of how book publishing decisions are made at a university press, copy-writing and marketing skills, an understanding of the role of publishing in the academy, and a deeper understanding of the ways academic knowledge contributes to the greater world.

Fellow Responsibilities

- Research syllabi that include translated literature
- Write pitches for potential course adoption titles
- Research and brainstorm potential ancillary materials
- Suggest improvements to e-marketing and direct mail procedures
- Attend launch meetings with marketing and acquisitions teams
- Brainstorm general interest marketing plans with acquisitions editor and publicist
- Read and report on book proposals and translation samples

Desired Qualifications

- Knowledge of the academy
- Interest in translated literature
- Teaching experience
- Research and writing skills
- Knowledge of a second language preferred; Chinese, Japanese, Korean, and/or Russian would be particularly helpful

Expected Fellow Time Commitment

8-10 hours per week, for one full day, or two half days; Please note that the Fellow will be expected to travel to the Columbia University Press offices at 61 W. 62nd Street, New York, NY 10023.

Institute for Comparative Literature and Society – Global Language Justice, Medical Humanities, and Other Interdisciplinary Programming

The Institute for Comparative Literature and Society is an interdisciplinary academic institute consisting of over 100 affiliated faculty members, 170 graduate students, and 40 undergraduates. One of the Institute's primary goals is to provide support for cross-disciplinary and cross-regional comparative work, acknowledging the force of recent changes in the humanities, the social sciences, law, architecture, and the performing arts. ICLS is both a full-fledged curricular and degree-granting unit and a research hub. The Institute offers undergraduate majors in Comparative Literature and Society and Medicine, Literature and Society, and graduate certificates in Comparative Literature and Society and Psychoanalytical Studies at the PhD level. ICLS is a participating member of the CHCI-Mellon Foundation Medical Humanities Project. Other current research initiatives include Bandung Humanisms, and a Mellon Foundation Sawyer Seminar in Global Language Justice.

In Fall 2017 and in addition to its regular programming, ICLS will start the NEH-funded curriculum development project in its Medicine, Literature and Society undergraduate major, and grow its Psychoanalytic Studies Program. Our graduate fellow will focus on assisting the development of these two projects but will have an opportunity to assist in all aspects of our administrative process. One should expect event planning, website maintenance, and other communication tasks that involve survey creation, analysis, and reporting. Additionally, the fellow will assist any faculty grant applications and other project proposals that arise during the semester.

The fellow should expect to learn the operational flow of an academic unit, and hone the skills needed for event planning, database and file organization, event/program promotion, and creating administrative reports. S/he will gain insights not only into curricular development, but also the processes involved with the emergence of new fields in the humanities. The graduate fellow should expect to work one-on-one with faculty on projects and sit in on planning meetings to gain an understanding for the culture of interdisciplinary collaboration.

Fellow Responsibilities

All responsibilities will be supervised by the Assistant Director and Coordinator:

- Support faculty projects with student surveys and data compilation (i.e., program and curricular research)
- Grant proposal copy writing and editing
- Promotional work: website editing, poster design, and listserv managing
- Travel and catering booking

Desired Qualifications

- Fellow should be reliable, detail-oriented, and a strong communicator
- Skills in Excel, Adobe Photoshop and InDesign are a plus

Expected Fellow Time Commitment

8 hours per week

Institute for the Study of Human Rights – 2017 Human Rights Advocates Program

Established in 1978 at Columbia University, 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.

The Human Rights Advocates Program (HRAP) is the flagship training program of ISHR. 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, 308 advocates from 88 countries have honed their skills, gained knowledge and expanded their networks through the program. The 2017 cohort will include human rights advocates from countries including Uganda, Mexico, Ukraine, Burundi, Indonesia and Kenya.

The selected fellow will support participants in the 2017 HRAP program by assisting with the composition of individual essays for publication in the annual HRAP report, which receives wide distribution to the human rights community in the USA. After establishing some rapport with the advocates, the fellow will film and edit short video interviews with the 2017 cohort, for the HRAP channel on YouTube. Finally, the fellow will assist with preparations for 2018 HRAP cohort, by surveying alumni on human rights issues, and preparing a short report of findings.

The Director of the HRAP program will make every effort to introduce the fellow to key partners at various schools at Columbia. The fellow is also welcome to attend workshops and networking meetings with the 2017 HRAP participants with prior approval from host organizations—these may include Human Rights Watch, WITNESS and Amnesty International in New York.

Fellow Responsibilities

- Assist 2017 HRAP participants with the composition of individual essays on why they became human rights advocates
- Film and edit short video interviews with 2017 HRAP participants for posting on YouTube
- Survey HRAP alumni on at least two human rights issues and prepare short reports on the findings

Desired Qualifications

- Superior oral and written communication skills
- Excellent organizational and analytical skills; strong attention to detail
- Comfort with filming short videos

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- Experience working with diverse student population
- Unending supply of good will, patience, empathy and humor
- Interest or previous experience in human rights preferred
- Spanish or French fluency preferred

Expected Fellow Time Commitment

8-10 hours per week

Mailman School of Public Health – Researching and Designing New Educational Offerings

Since 1922, the Mailman School has been at the forefront of public health research, education, and community collaboration. Addressing everything from chronic disease to HIV/AIDS to healthcare policy, the School tackles today's pressing public health issues, translating research into action.

The Mailman School enrolls approximately 1,500 graduate students each year in Master of Public Health, Master of Science, Master of Health Administration, PhD and DrPH programs. As a professional graduate school, educational programs are designed to meet the needs of the changing public health and healthcare markets. The Mailman School of Public Health is one of four professional schools that make up the Columbia University Medical Center (CUMC) along with the College of Physician and Surgeons, the School of Nursing and the College of Dental Medicine.

The fellow will work directly with the Vice Dean of Education, along with a project manager, to conduct market research and program planning for new degree and educational options, including standalone certificate programs, online education, executive education, and continuing training for the public health and healthcare workforce. The goal of this project is to establish new revenue opportunities through expansion of existing educational program and development of new programs aimed at attracting new constituents. This may including the following objectives:

- Establish new non-degree/non-credit earning opportunities that build on world-class training expertise at Mailman
- Enroll new audiences into existing certificate programs
- Expand executive education opportunities that offer programs on evenings and weekends when space is available
- Develop on-line education programs (both degree and non-degree earning) to reach new domestic and global audiences
- In collaboration with Columbia's Global Centers and Mailman's existing Global partners, adapt existing degree and non-degree programs to be delivered in international settings

The fellow will have an opportunity to spend time one-on-one with key leaders in the School of Public Health, including the Vice Dean of Education, the Dean of Students, the Dean of Career Services, etc., and will be invited to attend leadership meetings at the Mailman School and at CUMC. The fellow will also participate in regular team meetings of the Office of Education and will have the opportunity to attend meetings with key administrators with faculty and students throughout the school. The Vice Dean of Education will work to arrange additional informational interviews with colleagues throughout the CUMC. The fellow will also have opportunities to have informational interviews and receive career advising from senior leadership. Additionally, the School has multiple events and activities that bring acclaimed speakers in public health from all over the world. The fellow would have the opportunity to attend talks and programs of interest to their career.

The Fellow should expect to gain knowledge of curriculum design, project management, and

qualitative/quantitative research, as well as understanding of rules and regulations regarding the design of new courses and educational programs.

Fellow Responsibilities

- Qualitative research, including key informant interviews with peer institutions to gather market data and create a benchmarking report
- Review existing curriculum offers at the Mailman School
- Meet with Mailman school leadership, faculty and students to assess new course offerings and potential new programs
- Analyze data from a recent survey of Mailman alumni as well as employers of graduates to determine any gaps in the existing curriculum
- Review the literature regarding public health workforce trends and training needs
- Work with financial team on business plans assessing financial feasibility of new educational offerings
- Create program plans, including curriculum designs
- Gain an understanding of the New York State and the Columbia University approval process for new educational offerings
- Prepare presentations on new educational offerings for school audiences including faculty and departmental leadership
- Work on draft proposals to be submitted for approval to curriculum committees at Mailman and Columbia.

Desired Qualifications

- Experience with qualitative and quantitative research, and literature reviews
- Background with conducting and coding key informant interviews preferred but not required
- Strong writing skills
- Project management abilities
- Background in creating or conducting presentations
- Interest in the field of public health or healthcare
- Interest in curriculum design and educational administration
- Ideally, experience with Excel, Word, PowerPoint, and SPSS or SAS, possibly Atlas.ti

Expected Fellow Time Commitment

5-10 hours per week

Office of Academic Planning and Administration, Columbia College – Committee on Instruction Archiving Project

Academic Planning and Administration (APA) manages the development and administration of academic curricula, policies, and procedures for Columbia College; provides direction and support for our Core Curriculum; oversees the academic advising of our students; and assists the faculty of Columbia University in their exceptional work with our undergraduates.

A key committee that Academic Planning and Administration supports is the Committee on Instruction. The Committee on Instruction (COI) is responsible for approving proposals for new majors and other academic programs, new courses, and policy changes. The COI is a joint Columbia College and School of General Studies committee.

The Fellow's project will consist of support of the Committee on Instruction. The fellow will create an archive of COI decisions, and thus develop an understanding of the ways that curriculum and academic policy are developed, as well as gain insight into the course approval process— from initial course proposal, until the course appears on the Directory of Classes and in the Columbia College Bulletin. APA will ensure that the fellow builds a knowledge base about academic administration not only through the independent work of cataloguing the COI files, but also through frequent conversations with Lisa Hollibaugh, Dean of Academic Planning and Administration, and Amy Kohn, Assistant Director of Academic Planning and Administration.

The fellow will attend certain meetings of the curricular coordination subcommittee of the COI, as well as certain meetings of the APA staff. The fellow will be given the opportunity to have informational conversations with the administrative directors of the Core Curriculum and the Center for Student Advising, as well as with staff in other College administrative offices (e.g., Communications, Student Engagement) in order to learn about the broad variety of roles that administrators can play in an institution.

The selected Fellow will gain valuable knowledge of the workings of the Columbia College and School of General Studies Committee on Instruction, particularly with regard to the processes by which colleges and universities develop degree requirements and academic policies. The fellow would also develop an understanding of the collaboration between the Faculty of Arts and Sciences and the College, with particular emphasis on the way that the administration of the College provides structure and support for the faculty as teachers.

Fellow Responsibilities

- Assist in research projects to support COI policy discussions (e.g., degree requirements or academic policies at peer institutions)
- Assist in recent projects to support academic departments in their development of undergraduate curricula (e.g., establishing the dates that the Astrophysics, Biophysics, and Chemical Physics majors were first introduced)

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- Create searchable archives of the Committee on Instruction's decisions, course proposals, meeting minutes, and other information
- Assist in the organization of materials for Committee of Instruction meetings (e.g., preparing draft policy documents and course proposal packets)

Desired Qualifications

- Strong organizational and computer skills (Excel, Google Docs)
- Willingness to learn
- Ability to work well as part of a team

Expected Fellow Time Commitment

5-10 hours per week

Office of the Executive Vice President for Research – An Introduction to Corporate Research Sponsorship: A Primer

The Office of the Executive Vice President for Research is responsible for stewarding, protecting, and expanding University-wide research, and the faculty, postdocs, and research scientists that constitute this community. The larger office is primarily involved in compliance—environmental health and safety, animal controls, IRB, etc. - but we maintain a robust fundraising and communications arm designed to aid faculty in developing new grant proposals, relating with extramural sponsors, and strategically planning across schools, departments, and campuses.

Corporate sponsorship—meaning having private companies fund new research projects—is an underrepresented effort across Columbia University, as our core strengths are in soliciting the federal government, private foundations, and individual donors. This historically small focus does inadequate justice both to Columbia’s range of research excellence, and to its location in a global commercial hub. We suspect that faculty do not solicit private industries for funding because these are atypical sponsors—in short, we suspect that faculty do not know how to fundraise with corporations. We would like to teach them.

This project is to develop a primer—a website with recommendations for how to approach submitting a proposal to a corporation, in terms of language, highlighting important information, understanding unique expectations, and utilizing administrative resources across the University. This information will be gleaned through web research, and extensive interviews with faculty and administrators across all campuses.

The fellow will be mentored via weekly check-in meetings, and will attend each faculty and staff interview, which will afford unique and valuable relationships with senior employees of the university. The fellow will also have an active role within the larger Office of the Executive Vice President for Research, which will involve indirect and less frequent mentorship by two executive directors and one associate director.

The selected fellow will gain vast insight into the world of research funding, which is invaluable for those seeking future employment as faculty, staff researchers, or general administrators in higher education. Specifically, the fellow will learn about qualitative research (namely interviewing), manuscript editing, business writing, and web design. This position will bring the Fellow into close contact with multiple factions across the entire university.

Fellow Responsibilities

- Conduct web research
- Develop interview questions, and communicate with faculty and staff interviewees
- Draft a final narrative
- Depending on time and interest, engage in web development, graphic design, quantitative analysis via Excel, and present findings to senior leadership

Desired Qualifications

- A background in the sciences, engineering, and/or medicine is useful but not necessary
- Prior experience with promotional writing, entrepreneurship and/or web development is also useful but not necessary

Expected Fellow Time Commitment

10 hours per week

Office of Planning and Institutional Research – Data Visualization

The Office of Planning and Institutional Research (OPIR) has three primary missions.

First, OPIR provides the Provost and other senior administrators with planning information that is used in managing the university and in making decisions about its policies and goals. Planning information includes historical and current information about Columbia, comparisons across peer institutions, and data from surveys of faculty, staff, students and alumni. In addition to gathering and organizing relevant facts and figures, OPIR uses these data to carry out research and analyses regarding issues of importance to the university.

Second, OPIR is responsible for broadening the general knowledge and understanding of the university and its activities. The office maintains the university's on-line Statistical Abstract as well as a brief Columbia fact sheet. OPIR coordinates university reporting to governmental agencies and provides data to publishers of college guides. The office represents the university in several organizations of selected colleges and universities for the purpose of exchanging information.

Third, OPIR supports the University's efforts to assess learning outcomes for our students. We are working to gather learning outcomes plans from every degree-granting program at the University, develop an institution-wide structure within which this kind of assessment will take occur, and establish a survey research function within the office.

To these ends, OPIR works cooperatively with units within the Provost's Office as well as a wide range of other university offices in the Arts & Sciences, Columbia College, SEAS' Office of the Dean, the University Senate, various offices under the Executive Vice President for Administration, as well as individual schools' administrative offices.

The Office of Planning & Institutional Research (OPIR) is looking for a fellow to assist with the development of interactive data visualizations using faculty, staff, and student trend data that currently populate our Statistical Abstract (<http://www.columbia.edu/cu/opir/abstract.html>).

The fellow's primary project will focus on assembling data used in the Statistical Abstract, designing appealing and accessible reports that can be updated annually. S/he should expect to receive invitations to relevant office meetings, including OPIR staff meetings; informational interviews as appropriate, and guidance around institutional research as a career path.

Fellow Responsibilities

- Research best practices in data visualization for higher education
- Work with the OPIR staff to design an annual report template
- Compile trend data
- Assess opportunities to automate updating the reports as much as possible

- Perform other tasks as needed

Desired Qualifications

- Strong understanding of and interest in best practices in data visualization
- Experience with visualization software such as Tableau or Power BI; statistical software such as R; and SQL
- Excellent written, oral communication, and interpersonal skills
- Ability to work independently and collaboratively
- Experience in social or data science preferred

Expected Fellow Time Commitment

6-8 hours per week

Office of Postdoctoral Affairs – Postdoctoral Benefit Benchmarking and Policy Initiation

The Office of Postdoctoral Affairs (OPA) has a mission to holistically support and assist Columbia University Postdocs (~1500 across all campuses) 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 a wide range of activities that are focused on enhancing and reinforcing a supportive and inclusive postdoctoral training environment at Columbia University. OPA also facilitates the recruitment and retention of outstanding Postdocs.

OPA has two important policy initiatives that may interest doctoral students. The majority of Postdoctoral offices focus on two main areas: Postdoctoral Affairs and Career/Professional Development. In this project, the fellow would begin by benchmarking two important policies (Parental Leave and Teaching Opportunities) that affect many Postdocs, against our peer institutions. The fellow would liaise with peers to collect the data and then present the findings to the Director. Under the guidance of the Director, the fellow will draft potential policies to put Columbia at or above the standards of our peers. These findings would then be presented to high-level stakeholders within various offices. This type of work is essential to maintain and recruit Postdocs and to keep Columbia at the top among research institutions.

The selected fellow will meet one-on-one weekly with the Director and will be invited to higher-level meetings, departmental events, and workshops when appropriate. If time permits, the fellow may initiate a new project based on his or her interests. The fellow should expect to gain a greater understanding of institutional structure, academic affairs, and policy interpretation and design.

Fellow Responsibilities

- Benchmark specific Postdoc benefits and ancillary programs at similar institutions
- Design, collect, and present data to the Director and potentially other university stakeholders
- Liaise with other Columbia University offices to collect information and feedback
- Draft formal policy and edit as feedback is collected and in accordance with laws pertaining to specific policies
- Represent Columbia University's Office of Postdoc Affairs in a positive manner

Desired Qualifications

- Genuine interest in creating an even better training environment for Postdocs
- Excellent interpersonal skills and ability to deal effectively with individuals at all levels (faculty, staff, deans, etc.)
- Self-motivation and ability to work independently
- Strong verbal and written communication skills

- Proficiency in computer applications such as Microsoft Office, Word, Excel and PowerPoint

Expected Fellow Time Commitment

5-10 hours per week

Office of Work/Life – Work/Life Utilization Analysis

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. The Office of Work/Life sits under the Office of the Provost, and reports directly to the Vice Provost for Administration and Planning. Much of the office's work is designed to support faculty recruitment and retention, though programs and services are available for staff and graduate students, in addition to faculty.

Work/Life programs and services include: 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](#) for more details. The work of the office is multi-faceted and so expertise from all academic disciplines will be applicable to a variety of projects. Fellows will find engaging ways to apply their knowledge to new learning experiences. There are opportunities to work with Work/Life's subject matter experts, conduct research independently, and learn about academic administration.

The Office of Work/Life works with faculty, staff, and students from across the university in a variety of capacities; from individual consultation, to program participation, to workshop attendance. The Work/Life team manages their caseloads with Salesforce, a cloud-based CRM.

The fellow will develop reports that allow the office to more efficiently and effectively evaluate office utilization. The fellow will then conduct an analysis of the available information to understand demographics, type of service/programs used, and use across services. Through this project, the Fellow will help the Office of Work/Life team develop and implement a new strategic plan for enhancing outreach and engagement across the University.

The fellow may also choose to assist with secondary projects, including the Office's website redesign, which will launch in fall 2017, or the office's "Morningside Neighborhood Guide," available to faculty, staff and students, which includes history, resources, locations of schools, churches and other institutions.

To provide a rewarding experience for the fellow, the Manager and fellow will meet regularly to discuss the project in relation to its place in the larger structure of the organization. The fellow will meet with each member of the Office of Work/Life team to learn more about their work and will be encouraged to attend regular staff and interdisciplinary committee meetings as appropriate. The fellow will develop skills in strategic planning to meet internal and external goals, develop analytical skills, and gain a deeper knowledge of university structure and organization.

Fellow Responsibilities

- Analyze current Work/Life reporting and data collection
- Develop reporting templates for future use
- Make recommendations based on analysis

- Meet with the Office of Work/Life Manager once per week (or as needed) to check in about the project's progress, ask questions, and get feedback.

Desired Qualifications

- Excellent written, oral and interpersonal skills
- Background in data collection and analysis

Expected Fellow Time Commitment

8-10 hours per week

Public Books – Editorial Internship

Public Books (www.publicbooks.org) is an online magazine founded in 2012 by Sharon Marcus (Columbia University), a literary critic, and Caitlin Zaloom (New York University), an anthropologist. Their mission was simple: to create a diverse new home for intellectual debate online. Our contributors are those with expertise and something to say, from professors and graduate students to journalists and creative writers. When we last counted, over half of our contributors identified as women, one third identified as people of color, and one third identified as queer. Our staff is based in New York City, but our writers are located all over the world.

The selected fellow will have the opportunity to learn about and assist with the editing, production, and promotion of articles for the online magazine Public Books (www.publicbooks.org), which reaches a monthly audience of over 50,000 readers.

The fellow will meet regularly with both the managing editor and the senior editor and global coordinator to set goals, assess progress, and discuss next steps. Both mentors have extensive contacts in the New York City publishing world; given the fellow's aptitude and interest, they can make introductions and provide recommendations to the relevant professionals.

The Fellow should expect to develop skills in fact-checking, copyediting, website formatting, article proofing, and social media strategy.

Fellow Responsibilities

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 authors about publicizing their articles and contribute to our social-media feeds (under the supervision of the senior editor and global coordinator)
- Propose topics and works for review, communicate with reviewers, and contribute brief reviews and/or listicles (in consultation with the editors in chief and section editors)
- For those interested in multimedia production and/or web design, help Public Books expand to include more audio, video, podcast, and interactive material
- Conduct outreach with foreign publishers and publications
- Conduct outreach with potential readers and contributors
- Depending on skills and research background, the fellow may also pursue new initiatives within the organization.

Desired Qualifications

- Experience with WordPress, social media and style guides a plus
- Knowledge of foreign languages highly desirable

Expected Fellow Time Commitment

5-10 hours per week; please note that the fellow will be expected to travel to the Public Books offices at 20 Cooper Square, 5th Floor, New York, NY 10003.

The Society of Fellows and Heyman Center for the Humanities – Justice-in-Education Website Project

Founded in the mid-1970s, the Society of Fellows in the Humanities at Columbia University (SoF) is the cornerstone of all Heyman Center activity. It provides fellowships to recent doctoral recipients in the humanities and human sciences to develop their scholarship and teaching within an interdisciplinary context, and it underwrites conferences, lectures, seminars, readings, performances, and other public events sponsored by **The Heyman Center for the Humanities** (HCH). The Heyman Center provides the physical space for members of the entire Columbia community—in the humanities, social and natural sciences, law, medicine and public health, journalism, business, and the arts—to share thinking, debate ideas, and collectively consider methodological, conceptual, and ethical issues of common interest and concern. Through its Public Humanities Initiative, it strives to expand the opportunities for humanities-based conversations, on and off campus, and to promote community-university partnerships, including **The Justice-in-Education Initiative**--a Mellon-funded collaborative project with the Center for Justice at Columbia that provides education to incarcerated and formerly incarcerated individuals and integrates the study of justice more fully into the Columbia University curriculum.

The Society of Fellows and Heyman Center for the Humanities is looking for a Fellow to assist the Justice-in-Education Initiative in launching and maintaining a new website. The Fellow will work closely with the Heyman Center's Communications and Web Coordinator to design features of the website, input data, maintain content, and publicize the site launch.

Fellow Responsibilities

- Generate website content
- Input data provided by the Web and Communications Coordinator and our partners at the Center for Justice
- Publicize the website on social media and other venues
- Plan a launch event for the website
- Maintain website content

Desired Qualifications

- Strong organizational skills
- Ability to work independently and manage time-sensitive tasks
- Excellent computer skills or ability to obtain them, including CMS
- Detail-oriented
- Excellent written communication and interpersonal skills

Expected Fellow Time Commitment

10 hours per week