Columbia University Press – Literature in Translation Marketing and Outreach

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.

The 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 be encouraged to attend launch 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, as well as copy-writing and marketing skills.

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
- If the fellow wishes, it may be possible to assist further on the acquisitions side as well

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
Office of the Executive Vice President for Research – STEM Research Advancement

The Office of Research Initiatives works across disciplines, schools, and campuses to foster interdisciplinary research collaboration, and supports efforts to secure funding for such collaborations. It identifies opportunities and strategies for enhancing Columbia’s research presence and its status as a prominent research institution. It also administers Columbia’s internal review and nomination processes for those funding opportunities that limit the number of proposals any one institution may submit, and works to improve Columbia's success in securing such awards. In addition, it coordinates with Sponsored Projects Administration, which is the administrative unit responsible for the submission of proposals to sponsoring agencies.

The Office of Research Initiatives aids researchers from the science, engineering, and biomedical fields in securing external funding for new projects. One pivotal way that researchers increase their chances of obtaining grant funding is through better understanding and targeting the funder—by understanding what the sponsor has historically preferred, what past awardees suggest comprise a winning proposal, and how Columbia’s research administration can better support proposal development and grant acquisition. The fellow’s project will involve the immediate selection of a funding mechanism—public (e.g. NSF CAREER) or private (e.g. Blavatnik Awards), and will be tasked with translating an analysis of historic grant making activities into suggestions for how to more successfully obtain funding from specific sponsors and programs. This will necessarily involve analyzing massive data sets, developing and designing presentations, and communicating findings to colleagues and senior university leadership.

Fellows will gain a holistic understanding of research administration and advancement services, including how to evaluate STEM research; how to “pitch” research to general audiences; how to develop business communications materials for executive leadership; and how to visualize composite data sets. Additionally, fellows may develop their competencies in event planning, graphic design, and public speaking.

The Manager of Research Initiatives will mentor the fellow in weekly meetings, and the fellow should expect an open-door policy and ongoing dialogue with the Associate Director and Executive Director of Research Initiatives. The Fellow may also engage with senior leadership, faculty, postdocs, and/or research administration staff. The Office will be keenly supportive of the fellow’s career ambitions, and help the fellow to achieve those goals whenever possible.

Fellow Responsibilities

- Collect and analyze quantitative data to determine trends in awardees by institution, discipline, age, geography, etc.
• Develop PowerPoint presentations; The final product will be posted to the Office of Research Initiative's webpage as a training resource
• Produce memos advising senior research leadership on how Columbia can support the acquisition of specific funding

Desired Qualifications
• Some proficiency in data analysis, with knowledge of Excel, or other statistical programming software such as Python, Matlab, or R
• Strong writing and analytical abilities
• Some knowledge of the scientific funding landscape, with the desire to learn
• Experience with Microsoft PowerPoint
Office of Planning and Institutional Research – Data Visualization Project

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 outcome plans from every degree-granting program at the University, develop an institution-wide structure within which this kind of assessment will occur, and establish a survey research function within the office.

To these ends, OPIR works cooperatively with units within the Office of the Provost 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 GSAS fellow to assist with the development of interactive data visualizations using faculty, staff, and student trend data that currently populate our Statistical Abstract. 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.

The fellow will be invited to OPIR staff meetings when relevant, and receive guidance regarding institutional research as a career path. The fellow should expect to develop skills in data collection, analysis and visualization, as well as knowledge of university resources and organization.

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 reports
• Perform other tasks as needed

Desired Qualifications

• Strong understanding of and interest in best practices in data visualization
• Experience working with disparate data sets and in quantitative research analysis
• Excellent written, oral communication, and interpersonal skills
• Ability to work independently and collaboratively
• Experience in the social sciences or data science preferred
Office of Planning and Institutional Research – Global Data Report

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OPIR is looking for a fellow to assist with the development of an annual report to address data collection and measurement strategies around global activities, particularly teaching and learning, following up on one of the major recommendations in the University’s Decennial Accreditation Report: “The Globalization of a Columbia Education” (January 2016). The fellow’s project will focus on assessing data needs and availability around global education at Columbia, collecting and presenting these data, and developing a report that addresses the specific recommendations in the Accreditation Report and which can be updated annually.

The fellow will be invited to OPIR staff meetings when relevant, and receive guidance regarding institutional research as a career path. The fellow should expect to develop skills in report writing, data collection and analysis, as well as knowledge of university resources and organization.

Fellow Responsibilities

- Research best practices in measuring global activity in higher education
- Operationalize the goals of the Accreditation Report in terms of data needs
- Assess availability of these data and how best to capture them
• Work with the OPIR and VPEP staff to design and draft an annual report template
• Perform other tasks as needed

Desired Qualifications

• Strong understanding of and interest in the major trends and initiatives in the increasingly global nature of higher education
• Experience working with disparate data sets and with conducting quantitative research analysis
• Experience writing reports
• Excellent written, oral communication, and interpersonal skills
• Ability to work independently and collaboratively
• Study away or global education experience preferred
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
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 within 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 fellow will develop reports that allow the office to more efficiently and effectively evaluate office utilization. The Work/Life team manages its caseloads with Salesforce, a cloud-based CRM. The Fellow will then conduct an analysis of the available information to understand demographics, type of service/programs utilized, and use across services. The fellow’s research will assist the Office of Work/Life to 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 spring 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, 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
School of Professional Studies – Employer-Based Market Research

The School of Professional Studies (SPS) offers a range of market-based programs that enable people to advance in their careers, including MA degrees, certificate programs, executive education, and graduate foundations. In addition, SPS administers Columbia’s programs for visiting and pre-college students. Since SPS’s programs are intended to meet market demand, they are designed and constantly refined in response to research on employer needs and career trends.

The fellow will engage in several ongoing market research projects that involve running reports on a database of jobs data and scanning news feeds, analyzing this information, and presenting findings to SPS leadership to aid in several purposes: 1) Assessing demand for possible new MA degree programs; 2) Providing data for inclusion in official proposals for new MA programs; 3) Providing direction for refreshing programs or courses within programs; 4) Identifying top potential employers for SPS graduates and corporate partners for SPS. No technical knowledge or prior training on databases is required. Training will be provided.

The fellow will be oriented to SPS programs and the program development process. S/he will have the opportunity to interact and learn from various SPS “clients”—associate deans, executive directors, program directors and faculty—for whom the reports will be prepared. The fellow will be invited to relevant office meetings, and informational interviews with SPS staff will be available as appropriate.

The selected fellow will gain market research skills and a greater understanding of employment trends and academic approval processes. The fellow will should also expect to enhance his or her ability to communicate research findings in succinct written, oral and visual formats.

Fellow Responsibilities

- Run reports on data derived from jobs database
- Analyze quantitative and qualitative data regarding employer needs and career trends
- Present findings to SPS leadership to aid in decisions regarding academic programming

Desired Qualifications

- Comfort with Boolean operators to conduct database searches
- Ability to synthesize and analyze diverse sources of information
- Ability to communicate findings in written, visual and oral formats
- Interest in academic programming and career trends
The Society of Fellows and the Heyman Center for the Humanities – Summer High School and Rikers Education Programs

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 seeks a fellow to assist in overseeing summer educational programs for the Heyman Center Scholars and the Rikers Education Program. The fellow will mentor the Heyman Center Scholars—a cohort of fifteen NYC high school students whose enrollment in creative writing classes through the Columbia University Summer High School Program is financially supported by the SoF and HCH. The fellow will also provide administrative support for the Rikers Education Program, which develops and implements programming for youth incarcerated at Rikers Island.

The fellow will be working closely with the Education and Outreach Manager who will be providing direct mentorship. The fellow will attend relevant office meetings and meet with administrators and instructors connected with the Columbia University Summer High School Program and the Rikers Education Program. The fellow should expect to gain knowledge of public humanities and outreach programs, and develop skills in community outreach, advising, and program development.

Fellow Responsibilities

- Provide administrative and editorial support to the Education and Outreach Manager
- Mentor high school student scholarship recipients
- Generate teaching materials
- Facilitate communications between students and instructors
- Provide classroom support on Columbia’s campus and Rikers Island (must be willing and able to travel between these locations)
- Collect data and create databases
- Perform other tasks as needed

Desired Qualifications

- Strong organizational skills
- Experience working with adolescent students
- 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
Weatherhead East Asian Institute – Communications, Outreach, and Donor Development

The faculty members of the Weatherhead East Asian Institute (WEAI) are members of Columbia University’s Schools of Business, Law, International and Public Affairs, Arts and Sciences, and Barnard College. Annually, the Institute hosts a diverse group of visiting scholars, professionals, and students from the United States and abroad. The mission of the Weatherhead East Asian Institute is to bring together faculty, research scholars, and students in an integrated program of teaching and research on East, Southeast, and Inner Asia. The Institute trains students to understand the countries, peoples, and cultures of East and Southeast Asia in order to enable them to function in academic teaching and research, in government service, in business, in journalism, and in nonprofit and nongovernmental organizations. WEAI also advances the general understanding and knowledge of East and Southeast Asia, both inside and outside the University, through meetings, conferences, publications, and otherwise.

WEAI seeks a fellow to advance its outreach and development efforts. Reporting to the Executive Director, the fellow will develop a system for tracking interactions with alumni and potential Institute donors; brainstorm local and international alumni outreach initiatives; manage WEAI’s alumni database; and collaborate with the Events & Programming, Public Relations & Publications, and Student Affairs Officers to initiate strategic communications via print, email, and social media.

The fellow will be trained in WEAI’s two database management systems, overseeing the input of new alumni with WEAI’s Student Affairs Officer. The fellow will attend all programming and staff meetings and collaborate with WEAI’s Program Officers for Events & Programming, Public Relations & Publications, and Student Affairs, while assisting the Executive Director with summer 2017 outreach initiatives. The Executive Director will offer career guidance regarding various opportunities available in higher educational administration, based on her senior leadership experience in both public and private university settings.

The fellow will acquire in-depth experience in the general administration of an interdisciplinary Institute while gaining concrete experience in communications, alumni relations, and donor development. These skills and experiences will readily transfer to myriad professional contexts and will be an asset to the fellow when seeking employment at any juncture of his or her career.

Fellow Responsibilities

- Oversee WEAI’s alumni database
- Report on WEAI academic programming and events to donors and alumni
- Review and produce content for WEAI’s website and social media platforms
- Develop templates for tracking interactions with alumni and potential institute donors
• Coordinate travel, logistical, and financial arrangements for WEAI alumni initiatives
• Perform other tasks as needed

**Desired 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, database management, and grants reporting preferred
• Knowledge of Microsoft products; knowledge of In Design and Raiser’s Edge preferred
• Knowledge of or experience in East Asia preferred but not necessary