

Academic Affairs, Columbia College – Curricular Committee Fellow

Academic Affairs manages the development and administration of academic curriculum, 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 Affairs 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. Additional committees, such as the Committee on Science Instruction, and the Committee on the Global Core, focus on particular areas of the undergraduate curriculum.

We believe that a graduate student fellow would gain valuable knowledge and experience by assisting our office in support of the Committee on Instruction. Specifically, we would like the fellow to organize information pertaining to and archiving decisions made by the Committee on Instruction. By uncovering the history, for example, by which the Committee on Instruction approved courses of study, and the background of COI decisions on changes in the undergraduate curriculum, the fellow will develop an understanding of the ways that curriculum and academic policy are developed. We would ensure that the fellow would build 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 and Amy Kohn, and also by shadowing Amy Kohn in her interactions with academic departments throughout Arts & Sciences. The fellow would learn about the course approval process, and the process of updating the Columbia College Bulletin, in order to provide a coherent base of knowledge for the creation of a useful archive.

The fellow would be mentored by Lisa Hollibaugh and Amy Kohn, through regular conversations with both administrators about the specific aspects of the archiving project and about the general responsibilities of academic planning. The fellow would also 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 administrators 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.

Fellow Responsibilities

- Archive the history of the various curricular committees
- Assist in the archival research projects that support COI-linked policies (e.g., the history of certain degree requirements or comparisons with academic policies at peer institution)
- Create searchable archives of the decisions of the curricular committees

- Assist in the organization of materials for the Committee on Instruction

Desired Qualifications

- Highly organized
- Good computer skills (including a familiarity with Excel, Google Docs)
- Willing to learn
- Ability to work well as part of a team

Expected Fellow Time Commitment

5-10 hours per week

Academic Affairs, Undergraduate Research and Fellowships – Assessment and Enrichment

Academic Affairs manages the development and administration of academic curriculum, 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.

Undergraduate Research and Fellowships is a new unit within Academic Affairs that works in a number of different capacities including the following: advising undergraduates in General Studies, SEAS and the College regarding fellowship and research opportunities; coordination of the internal selection processes for certain funded opportunities; oversight of research and scholars programs; collaboration with faculty and academic departments in the interest of expanding research opportunities for students; developing strategic relationships between undergraduate research and fellowships activities.

Undergraduate Research and Fellowships is a new unit within Academic Affairs, and we are interested in expanding our resources, online and in person, and evaluating how we can best serve the communities with whom we work. The fellow will be engaged in these processes, and in particular in further developing specific resources for Undergraduate Research and Fellowships. In developing online materials, for example, we are interested in developing materials that will help students as they develop a personal statement or a research statement. We likewise want to ensure that the materials we currently house online, on our database and elsewhere on our site, are useful, relevant and impactful. We therefore would like the fellow to evaluate and further develop resources that can be part of our online presence, or that might be used in advising meetings and/or workshops with students. The fellow will learn about the application process, the challenges that students face in putting together a strong application, and the administration and oversight processes that are an essential part of fellowship and research opportunities. The fellow would be mentored by Ariella Lang and Jodi Zaffino, through regular conversations with both administrators about the specific aspects of undergraduate research and fellowships and about the general responsibilities of academic affairs. The fellow would also 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 administrators 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.

Fellow Responsibilities

- Updating and enriching our online materials
- Developing resources to help students with writing personal statements
- Developing resources around writing recommendations (for faculty)
- Researching and gathering information regarding certain fellowships to help strengthen advising for students with regard to these opportunities
- Researching the kinds of programming (info sessions, workshops, etc.) our peer institutions provide in terms of support services surrounding fellowships and fellowship advising

- Possibly advising students and/or working with them one-on-one on proposals, personal statements, and other components of fellowship applications

Desired Qualifications

- Excellent writing skills
 - Strong organizational skills
 - Good computer skills (including a familiarity with Excel, Google Docs)
 - A willingness to learn
- The ability to work well as part of a team

Expected Time Commitment

5-10 hours per week

Center for the Study of Social Difference – Developing CSSD Archive

The Center for the Study of Social Difference (CSSD) is a ten-year old research center that supports two-three year interdisciplinary working groups of Arts and Sciences faculty who work in collaboration with colleagues from Columbia's many schools, from the New York region, and from regions where Columbia has Global Centers. Both faculty and graduate students take part in these working groups who meet to discuss research, work on manuscripts together, bring in guest speakers, organize public workshops and conferences, and collaborate with artists and activists.

CSSD is involved in fundraising for its projects and in building social impact beyond the university.

Our work is dedicated to supporting collaborative projects that address gender, race, sexuality, and other forms of inequality to foster ethical and progressive social change. Bringing Arts and Sciences faculty into conversation with faculty from Columbia's professional schools and Global Centers, along with scholars, artists, writers, and policymakers in the United States and abroad, CSSD deepens Columbia's partnerships at home and abroad.

More information about CSSD faculty working groups, including their many publications and events, can be found [here](#).

Over its ten-year history, CSSD has hosted events from small workshops to major conferences across the Columbia campus and at Columbia Global Centers around the world. These events have been documented with photography and video, creating a database of material that CSSD often draws on for annual reports, monthly newsletters, website updates, and promotional mailings. CSSD seeks a fellow to develop and maintain a system to centrally organize these materials, which are currently located on hard drives and various cloud storage services, so that they can be easily searched and accessed by staff and faculty as needed. CSSD working groups also have a strong output of articles and full-length publications, and the Fellow would organize these digital and physical archives (e.g., copies of working groups' books published by university presses) in the CSSD archives and in-office library.

Fellow Responsibilities

- Organize photos and videos from CSSD events that are located on multiple cloud and hard drives into one central location
- Work with printed and online publications from CSSD working groups to create a library/archive for the CSSD community
- The fellow will be expected to attend a limited number of CSSD events during the semester to gain an understanding of the type of work that is being documented in our archives

Desired Qualifications

- Comfortable with cloud-based storage systems such as Google Drive, DropBox, etc.

- Interest in research areas of social difference
- Experience working with both PC and Mac computers

Expected Time Commitment

5-7 hours per week on average, up to 10 on an event week

The Center for Teaching and Learning – teaching Development Program Consultant

The Center for Teaching and Learning (CTL) partners with faculty, students, and colleagues across the university to support excellence and innovation in teaching and learning. The CTL is committed to advancing the culture of teaching and learning for professional development, curricular enhancement, and academic support through its programs, services, and resources.

The CTL supports the professional development of Columbia graduate students across the university with current or future teaching responsibilities. The CTL also offers an array of support to graduate students to help them reflect on, improve, and measure their teaching at Columbia. Graduate students participating in the CTL's programs and services develop a sense of pedagogical agency, interdisciplinary exchange, and peer-driven inquiry that helps prepare them for the future in a variety of academic and professional settings. They also develop instructional practices that are learner-centered and inclusive.

The Graduate Student Programs and Services (GSPS) team at the CTL seeks a graduate student dedicated to improving teaching development to assist with select program delivery, development, and assessment. In Spring 2019, the GSAS Fellow in Academic Administration will help to support and evaluate our new Teaching Development Program (TDP) and related resources. See bit.ly/ctl-tdp for information about the TDP. The Fellow will:

- Help facilitate the TDP Spring Planning session on Friday, Feb. 1 from 12 – 2 pm
- Offer support during CTL's recurring office hours to graduate students completing the TDP. These office hours will be held on Fridays from 2 pm – 4 pm throughout the spring semester
- Undertake assessment of participant activity in the TDP
- Conceptualize and facilitate TDP resource development in the light of program assessment
- Work with CTL staff to strategize communication and outreach around the TDP

Fellow Responsibilities

The GSAS Fellow's responsibilities will be more specifically mapped out in partnership with the Fellow, as it is important for us to involve the Fellow in decisions about the emphasis, order, and flow of work in this project. But overall the Fellow should expect to:

- Review and assess documentation posted by participants in the TDP
- Experience and evaluate a program cycle, create recommendations for future development
- Offer online and face to face support to TDP participants
- Strategize ways to engage targeted audiences around program objectives

Desired Qualifications

The GSAS Fellow at the CTL will be expected to bring to this project the following:

- Familiarity with CTL programs and services for graduate students

- Demonstrated interest in graduate student teaching development
- Strong digital organization skills
- Communication skills
- Availability to attend the TDP Spring Planning session (Friday, Feb. 1 from 12:00 – 2:00 pm) and CTL Office Hours during the spring semester (Fridays, 2:00 – 4:00 pm)

Some familiarity with educational literature and the scholarship of teaching and learning is desirable, but not required

Expected Time Commitment

8-10 hours per week

Columbia Community Service – Columbia Community Service 72nd Annual Appeal

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 local community organizations, as well as provide logistical support and professional advising. Because the university covers all administrative expenses, 100 percent of the contributions are used for direct services.

The Columbia Community Service Office needs assistance fulfilling its promise to provide support to current CCS grantees. Support will include monitoring questions related to grant funding, providing grantees with recommendations for additional resources, and reviewing the receipt reporting documents that show the funding was used.

We expect the fellow to gain skills in areas such as team-building, effective time management skills, data gathering, and creative problem solving. We also hope that they will gain some understanding of the skill of fundraising and how to collaborate with community partners.

Fellow Responsibilities

- Monitor questions from current CCS grantees related to grant funding
- Research further funding opportunities
- Provide recommendations for funding resources for grantees
- Review receipt reporting documents

Desired Qualifications

- Excellent written and verbal communication skills
- Detail-oriented
- Exceptional interpersonal skills
- Adept researcher
- Knowledge of grant funding practices a plus but not necessary

Expected 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 will 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. This will be good preparation for a student interested in pursuing a career in publishing after graduation.

Fellow Responsibilities

- Research syllabi that include translated literature
- Writes 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 West 62nd Street

Faculty Development & Diversity, Arts and Sciences – Annual Report

The Arts and Sciences Office for Faculty Development and Diversity's mission is to increase faculty diversity and support an inclusive climate in Arts and Sciences. The office is involved with a number of programmatic efforts that are aimed at recruiting, advancing and retaining a more diverse tenured and tenure-track faculty.

Goals include:

Increase the representation of women and racial/ethnic minorities among the tenured and tenure-track faculty within Arts & Sciences;

Support the advancement of all faculty, with a particular focus on junior faculty, including women and minorities;

Enable a more welcoming, supportive and inclusive climate for all faculty within Arts & Sciences and in particular at the department level.

The fellow will assist the office in building out the Annual Report by: developing written content to be included in the Faculty Development & Diversity, A&S Annual Report.

Using Faculty Development & Diversity documents and online content, write about the programs and progress towards goals of the office.

Compile data for analysis for the annual report. Work with Assistant Director in analyzing data and developing visual displays of data for the report.

Highlight key programs that are described [here](#).

Conduct literature reviews and summarize information found.

Fellow Responsibilities

- Help to evaluate current programs and quantify outcomes
- Conduct literature research related to faculty development and diversity
- Collect and organize data for analysis. May participate in data analysis
- Develop visual displays of data for inclusion in annual report
- Write sections of text for report

Desired Qualifications

- Experience conducting literature searches and writing reports
- Strong English language and writing skills
- Quantitative skills for compiling data and presenting it in visual formats
- Prefer someone with social science background, but not essential

Expected Time Commitment

5-10 hours per week with flexibility. Fellow may be able to work off-site for portions of time

Institute for Comparative Literature and Society – ICLS 20th Anniversary Archive Preparation

One of the Institute for Comparative Literature and Society's primary goals is to provide institutional 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. In its capacity to embrace and bridge the totality of languages and traditions studied at Columbia, ICLS provides the only site for comparative scholarship across languages of more than one language group, including extensive engagement with non-European languages. Simultaneously, ICLS has emerged as the primary intersection between literary studies and social science studies at Columbia, not only across the Arts and Sciences, but also the School of Architecture, the School of Law, and the School of Medicine. The Institute is both a full-fledged curricular and degree-granting unit and a major research hub for Columbia University and its global programs. ICLS is a recognized leader nationwide in the newer developments of the comparative literature discipline: a truly global purview and cross-disciplinary work. Both in theory and in practice, in research and in teaching, ICLS brings the comparative methods of studying literature and society into the current globalized conditions of producing knowledge and making history.

In preparation for our 20th Anniversary celebration, the Summer Admin Fellow will be assisting the Assistant Director in organizing and compiling our Institute's archive. The archive is mostly electronic but there are some hard copies that will need to be made digital. In addition, the Fellow will be asked to prepare promotional material using glimpses into ICLS's archive to celebrate and educate on its history to be used in the build up to our anniversary event in November. Tasks may include some alumni surveys and database updating.

Fellow Responsibilities

- Organize and archive historical documents of an institute's administrative office
- Promotion on social media and through blogs
- Update databases and spreadsheets
- Communicate with speakers, arranging travel, and other event planning

Desired Qualifications

- Attention to detail
- Excellent communication skills
- Previous experience in Photoshop or InDesign, a plus, but not necessary

Expected Fellow Time Commitment

5-10 hours per week (will vary each week)

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

The Institute for the Study of Human Rights (ISHR) was established in 1978 at Columbia University. ISHR is committed to its three core goals of providing interdisciplinary human rights education to Columbia students, fostering innovative academic research, and offering its expertise in capacity building to human rights leaders, organizations, and universities around the world.

For the past 30 years, ISHR has been running the Human Rights Advocates Program (HRAP), an intensive, semester-long capacity building program for human rights advocates at the grassroots level. HRAP's four pillars are: graduate-level coursework, networking, skills-based workshops, and faculty mentoring. Our 320+ alumni can be found in more than 90 countries. They hold positions at the UN, in their national governments, at international, regional and local human rights institutions, prestigious foundations, etc. They have been honored as RFK Laureates, NED Fellows and CNN Heroes, and with the Martin Ennals Award (considered the Nobel of Human Rights).

The fellow will assist ISHR as we prepare for the 2019 HRAP. We collected 20 essays from alumni and would like the Fellow to assist with copyediting the essays which we hope to publish in the spring. We prepared and shared an online survey that went to our 320+ alumni around the globe. 70 alumni responded the responses need to be analyzed and produced in a report with the findings. Finally, we will conduct due diligence on the applications received for the 2019 program which will run from Aug to Dec 2019. We would like the Fellow to conduct online research, circulate the applications to our informal advisory panel, confirm that the recommendations were written by the people whose names are on the letters, and write short summaries for shortlisted candidates.

Fellow Responsibilities

- Analyze results of alumni survey and prepare report on findings
- Edit a collection of essays by alumni on the best practices they have developed in their human rights work
- Conduct due diligence on applications to the 2019 HRAP and prepare dockets for donors

Desired Qualifications

- Interest in human rights/international affairs
- Knowledge of French or Spanish
- Experience writing or editing
- Flexibility, patience, and good will

Expected Time Commitment

8-10 hours per week

Office of the Provost, Academic Appointments – Sabbatical Forecast Database

Academic Appointments is responsible for approving all Morningside academic appointments. As part of this process, we are responsible for advising schools and departments across all Morningside schools/departments on university policies for appointing academic personnel and for ensuring the quality of data relating to academic personnel in PeopleSoft.

The fellow will create a sabbatical forecast database that will capture all Morningside tenured faculty appointments, will include demographic information and the leaves they have taken, and will determine or forecast when they are eligible for their next sabbatical leave. The database will specifically consider the impact that various leaves have on eligibility or the postponement of sabbatical leaves.

Fellow Responsibilities

- Create a database to capture all Morningside tenured faculty and forecast eligibility for sabbatical leaves
- Work closely with the Assistant Provosts to develop reports which will be distributed to Deans' offices across the Morningside campus on a yearly basis
- Integrate an application process that will notify faculty who are due a sabbatical leave and notify them when their leave request has been approved

Desired Qualifications

- Knowledge of database design – know how to architect/structure a database
- An understanding about relational databases
- Analytical and problem solving skills – be able to think through and propose solutions as problems arise
- Knowledge of structured query language (SQL) is preferred but not required
- Previous database architecture experience is preferred but not required

Expected Time Commitment

5-10 hours per week

Professional Development and Leadership, Columbia Engineering

The Professional Development and Leadership (PDL) program empowers and educates Columbia engineers to maximize performance and achieve their full potential to become engineering leaders of today and tomorrow. PDL's core modules provide engineers with skills and perspectives needed to succeed in a fast-changing technical climate. The program consists of an array of engagements, online and in-person (i.e. courses, workshops, labs, competitions), where students develop professionally.

This fall over 1,500 MS students at the School of Engineering and Applied Science engaged and enrolled in a required course – ENGI E4000 Professional Development and Leadership – now in its second year. The course instructional team collected extensive student related data on attendance, engagement, assessment, etc. The PDL Fellow would be asked to review that data and uncover key takeaways regarding the program, including (but not limited to) trends in attendance by department, patterns in the feedback provided, and recommendations for the development of the calendar of offerings for next academic year.

Fellow Responsibilities

- Track student attendance and engagement using data from the course administration application
- Prepare summaries and graphical representations of trends; report on patterns in student attendance, engagement, and feedback related to individual offerings and comparing cohorts
- When requested, assist with managing course offerings, including setting up classroom technology, managing class attendance, and answering student questions
- Based on the fellow's interest, there are also opportunities to work individually with students or to be involved with curricular planning

Desired Qualifications

- Excellent written and verbal communication skills and analytical skills
- Knowledge of basic computer and web applications
- Efficiently able to organize work time and manage projects
- Attention to detail is critical
- Data management experience (Excel), if possible

Expected Time Commitment

5-10 hours per week

Public Books – Publicity and Social Media Strategy for *Public Books*

Public Books is an internationally recognized online magazine dedicated to making scholarly research and ideas accessible to the educated general public. Each weekday, we publish a 2000-word essay that uses an idea generated in the humanities, social sciences, and arts to reflect on recent books, music, television shows, films, or current events. We also publish interviews with scholars, university press editors, and artists. The majority of our contributors are academics at all career stages; the majority of our readers are people aged 25-34, both inside and outside the academy. We are committed to diversity and to gender parity in who we review and who does our reviewing, and our content reflects that commitment.

To reach readers, *Public Books* relies on social media, events, and a newsletter that we send to subscribers once a week. The Spring 2019 Fellow will assist in expanding *Public Books*' audience and bringing our projects to a growing readership. Tasks include:

- Working with the Communications Manager to devise and execute a social media strategy with the goal of increasing readers and followers
- Writing copy and identifying compelling pull quotes to use when publicizing *Public Books* essays
- Connecting *Public Books* essays with appropriate readers and organizations
- Working with the team on project-specific publicity and outreach, including planning, organizing, and staffing events

The Fellow will also be offered the opportunity to identify works for review, identify reviews, and commission an essay. Commissioning an essay is optional; it is not a requirement but past fellows have valued the opportunity to make an editorial contribution.

Fellow Responsibilities

- Meet weekly for 15-30 minutes with the mentor
- Work 7-8 hours a week to read *Public Books* essays and craft language for social media posts, identify appropriate audiences and institutions for publicity, and brainstorm new marketing strategies
- Attend a weekly one-hour *Public Books* staff meeting

Desired Qualifications

- Excellent writing and communication skills
- good recordkeeping skills
- a combination of creativity and dogged patience

Expected Time Commitment

10 hours per week, but fellow can scale back to five hours per week for up to four weeks during the semester

The Society of Fellows and Heyman Center for the Humanities—High School Scholarship Fellow

The Society of Fellows and Heyman Center for the Humanities is the central site for interdisciplinary work and community engagement in the humanities at Columbia University, sponsoring conferences, lectures, workshops, performances, and other public events. Often in collaboration with other members of the Columbia community, it creates opportunities for those 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. It also offers fellowships to recent doctoral recipients, Columbia faculty, and visiting scholars to develop their scholarship and teaching within an interdisciplinary context. 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 aims to increase educational opportunities for incarcerated and formerly incarcerated individuals.

The Society of Fellows and Heyman Center for the Humanities is looking for a GSAS Administrative Fellow to serve as the High School Summer Scholarships Fellow. This position is ideal for someone interested in education and community outreach. The Fellow will recruit high school students to apply for a scholarship to attend Columbia's prestigious Summer Program for High School Students in Creative Writing. The Fellow will enlist the help of NYC educators to nominate high school students; facilitate the students' application process to the School of Professional Studies; with colleagues from the Heyman Center, review the applications and award the scholarships.

Fellow Responsibilities

- Work with NYC educators to identify talented high school students
- Facilitate the students' application process to the School of Professional Studies
- with colleagues from the Heyman Center, review the applications and award the scholarships
- Organize a reception for the students at the beginning of the program

Desired Qualifications

- Excellent written communication and interpersonal skills
- Strong organizational skills
- Ability to work independently and manage time-sensitive tasks
- Detail-oriented

Expected Time Commitment

10 hours per week