

Academic Planning and Administration, Columbia College – Curricular Committee Intern/Archiving Fellowship in Academic Administration

Academic Planning and Administration (APA) 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 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. 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 the relationships amongst several curricular committees. By uncovering the history, for example, by which the Committee on Science Instruction was formed, and the background of the Committee on Instruction's decisions on the role of the sciences 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

Center for the Study of Ethnicity and Race – Media and Idea Lab

Founded in 1999, the Center for the Study of Ethnicity and Race (CSER) is one of Columbia University's main and most vibrant learning spaces. The Center's mission is to support and promote the most innovative thinking about race, ethnicity, indigeneity, and other categories of difference to better understand their role and impact in modern societies. To promote its mission, the Center organizes conferences, seminars, exhibits, film screenings, and lectures that bring together faculty, as well as undergraduate and graduate students, with diverse interests and backgrounds.

The Media and Idea Lab is a project of CSER. Founded in 2012, the Lab is a university-wide, global, and capacious space for interdisciplinary, multi-method, and innovative work by scholars, students, and practitioners in all disciplines and schools. The Lab is particularly interested in bringing together scholarship, storytelling, media, and other forms of knowledge to advance research that addresses complex problems of social exclusion and marginalization. At present, the Lab is supporting four projects: Arthur Schomburg and global black intellectual history, Asian American and Latino media participation, US-Cuba relations through visual culture, and debt crisis in Puerto Rico, The Gallery at the Center is also part of the Lab and its main mission to show artistic and thematic exhibits around CSER's key areas of interest, including immigration, citizenship, national formations, labor, public space, race, ethnicity, and/or indigeneity.

The fellow will be assigned to work on the media project, which is currently engaged in producing two major public scholarship reports. The first report will be the third and last on a series of reports on Latinos in media that include *The Latino Media Gap* (2014). The project will focus on the genre of comedy and will consist of a written and illustrated report, and a video featuring both well-known and emerging comedy creators. The second will be the first ever benchmark report on Asian Americans in media since the beginning of cinema to the present.

Fellow Responsibilities

- Participate in the creation of a plan to complete the project
- Create a timetable to execute the plan
- Conduct research as required
- Participate in writing a public report
- Promote the project or projects to the press and general public

Desired Qualifications

- Excellent writing and research skills
- Ability to work independently and as part of a team, and communicate effectively
- Ability to work with Excel and social media platforms
- Familiarity with US media history desired but not required

Expected Fellow Time Commitment

8 hours per week

The Center for Teaching and Learning – Graduate Student 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 CTL seeks a graduate student dedicated to improved teaching development to assist with select program delivery, development, and assessment. The GSAS Fellow will participate and help evaluate our foundational Essentials of Teaching and Learning series as well as the new Teaching Development Program.

The program consultant will:

- Help plan and attend Essentials sessions on Sept. 17, 24, Oct. 1, Oct. 8 from 12 – 1:45 pm
- Conduct assessment activities to help evaluate program objectives
- Conceptualize and facilitate resource development in the light of assessment
- Assist with the facilitation and assessment of early activity in the CTL's new Teaching Development Program

Please list the fellow's responsibilities for the semester:

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 resources generated and collected for specific teaching support programs and services
- Experience and evaluate a program cycle, create recommendations for future development
- Edit and develop program resources
- Strategize ways to engage targeted audiences around program objectives

Desired Fellow Qualifications

- Familiarity with CTL programs and services for graduate students
- Demonstrated interest in graduate student teaching development
- Strong digital organization skills
- Communication skills

- Some familiarity with educational literature and the scholarship of teaching and learning is desirable, but not required
- Availability to attend Essentials of Teaching and Learning sessions on Sept. 17, 24, Oct. 1, Oct. 8 from 12 – 1:45 pm

Expected Fellow Time Commitment

8-10 hours per week

Columbia Community Service – Grantee Resources Liaison

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 Fellow Time Commitment

5-10 hours per week

Digital Scholarship, Columbia University Libraries – Digital Scholarship Programming at the Studio @ Butler

The Columbia University Libraries are dedicated to the development and support of digital scholarship research and practice. Our office provides training and support in project management, scholarly communication, digital humanities technologies and platforms, digital publishing, and open scholarship. Our training and event space, the Studio @ Butler, is designed to enable the Columbia community to gather and collaborate on practices that advance digital pedagogy and scholarship.

The Office of Digital Scholarship fellow will help design, coordinate, and manage a fall digital humanities speaker series, events for Open Access Week, and ongoing training workshops in the Studio @ Butler. He/she will manage the studio's website and social media presence, and be responsible for promoting events in the studio on campus and online. They will be expected to attend the Studio's OpenLab on Friday afternoons, where members of the digital humanities community across campus come to learn, co-create, and share knowledge.

Fellow Responsibilities:

- Help design, coordinate, and manage a fall digital humanities speaker series
- Collaborate with the office of digital scholarship to plan Open Access Week and digital humanities workshops
- Manage the Studio @ Butler's web presence, creating web content, updating the events calendar, and taking charge of the social media for the space
- Promote events and workshops at the Studio across campus
- Attend OpenLab on Friday afternoons

Desired Qualifications:

- Strong interest in digital research methods and/or digital scholarship
- Commitment to diversity, equity, and inclusion
- Experience with cross-campus collaboration and outreach
- Outgoing, collaborative spirit
- Strong project management skills
- Knowledge of social media platforms

Expected Time commitment:

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, New York, NY

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 Israel and Jewish Studies – Public Programming Fellow

The Institute for Israel and Jewish Studies – Columbia University’s center for the academic study and discussion of Jewish life, history, and culture – has long been a national and international leader in the field. Over its half-century history, IIJS has trained many of the field’s leading figures. Its scholars and students have produced lasting and central works of scholarship in a field that continues to grow exponentially across the United States. The Institute is dedicated to the academic study and discussion of Israel and Jewish Studies. Committed to blending rigorous scholarship with cutting edge teaching and intellectual opportunities, IIJS explores the best that’s been thought and said in the field and examines the length and breadth of Jewish history and culture, as well as Israel and all of its complexities.

The IIJS produces over 50 public programs per year in partnership with external organizations and various departments and institutes across Columbia University. These programs invite leading scholars, filmmakers, journalists, etc. in the field of Israel and Jewish Studies to share their expertise on campus. The Public Programming fellow will be assisting to coordinate these public events and creating post- event reports.

Fellow Responsibilities

- Track participating event attendees
- Attend and facilitate 1-2 events per week
- Write and edit public facing materials
- Analyze data and create recommendations

Desired Fellow Qualifications

- Ability to work independently and manage time-sensitive tasks. A self-starter
- Strong organizational and analytical skills
- A positive attitude
- Excellent computer skills or ability to obtain them
- Copyediting experience
- Detail-oriented
- Excellent written communication and interpersonal skill
- Interest in Jewish Studies

Expected Fellow Time Commitment

8-10 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 the Executive Vice President for Research – Foundations in Research Computing

The Office of the Executive Vice President for Research is responsible for the entire university's research enterprise and the compliance, administrative support, and advancement of interdisciplinary research across all campuses. With 200 full-time staff, the Office enjoys strong relationships with faculty, schools, institutes, and central university offices.

Foundations for Research Computing is a brand new, university-wide program to informally train all graduate students in the fundamental methods in data science and computation that they need in order to advance their research portfolio. This program – supported by the schools, and with strong administrative leadership from Columbia University Libraries, CUIT, and the Office of the Executive Vice President for Research – involves multiple efforts: Pre-semester training boot camps, a distinguished lecture series, an annual research symposium, open office hours/help desk, and monthly discipline-specific workshops. The program has been promised funding for the current academic year, and will be reviewed in May 2019 to determine future funding potential – thus, during this pilot year, success is imperative. The Fellow will have a key role in ensuring success through providing multifaceted event planning and communications support towards these multiple programs, which will involve close connections with graduate students, faculty, school leadership, and central administrative offices. This is a rare training opportunity for a student interested in both computation and event planning, communications, and/or student affairs.

Fellow Responsibilities

- Attend weekly check-in meetings with administrative steering committee
- Develop email and website tests for marketing, promoting, and stewarding a range of new programs
- Liaise with university-wide offices that support program events
- Attend events to supervise execution and procure necessary materials

Desired Fellow Qualifications

- A background and interest in data science
- Experience in one of project's primary computational technologies (e.g. Python, Matlab, R, or advanced Excel)
- Prior experience in event planning, communications, or operations management is preferred but not necessary

Expected Fellow Time Commitment

10 hours per week