

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

Columbia Engineering – Professional Development and Leadership Fellow

The Professional Development and Leadership (PDL) program empowers and educates Columbia engineers to maximize performance and achieve their full potential to become the 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 online and in-person engagements (i.e., courses, workshops, labs, competitions) designed to advance students professionally.

This fall over 1,400 MS students at the School of Engineering and Applied Science enrolled in a new required course – ENGIE4000 Professional Development and Leadership. The course's 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.

Through their work, the PDL Fellow will gain the following:

1. A hands-on experience into teaching, learning, curriculum design, and faculty recruitment.
2. A greater understanding of curriculum development and academic program management.
3. Data analysis, analytics, and mining tools and skills.
4. A more agile ability to translate data into action items and implement for future classes.
5. An appreciation for the various moving pieces of the higher education system and its strategic planning, structure, culture, and policies.

Fellow Responsibilities

- Gain familiarity with the PDL program, student population, and curricular offerings
- Organize, review, and analyze data
- Prepare brief reports with findings and present to PDL course leadership
- Make recommendations for future programmatic offerings, as appropriate

Desired Qualifications

- Strong organizational skills
- Attention to detail
- Excellent written, oral, and interpersonal skills
- Ability to work independently and collaboratively

- Background in data collection and analysis

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 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

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- 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 10023.

Office of the Executive Vice President for Arts and Sciences – Planning, Analysis, and Curricular Coordination

The Office of the Executive Vice President of Arts and Sciences supports the faculty governance structures in the Arts and Sciences, provides institutional research for decision-makers and stakeholders, and coordinates curricular issues that span across the schools of the Arts and Sciences.

In order to develop a detailed understanding of the curricular needs within the Arts and Sciences, we are working to develop a model of which courses and the number of seats in these courses that need to be offered in order for our students to fulfill their program requirements (such as for undergraduate majors). The project is to standardize the course requirements for undergraduate and graduate programs by course, including the anticipated number of seats that need to be available in each course.

The fellow will learn about the curricular structure of the undergraduate and graduate curriculums and how these relate to the courses required for each, including prerequisites, co-requisites, core requirements and electives. The fellow will learn how to build a database, how to model out anticipated demand for courses, and how to produce comprehensive reports.

Fellow Responsibilities

- Assist in the development of a course model for Arts & Sciences undergraduate and graduate courses
- Examine course requirements, including prerequisites, co-requisites, and core requirements
- Model anticipated demand for courses
- Produce comprehensive reports

Desired Qualifications

- Excellent organizational skills
- Exceptional research abilities
- Close attention to detail
- Experience with databases is helpful but not necessary
- Able to work collaboratively and independently

Expected Fellow Time Commitment

7-10 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 Digital Editor

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 Digital Editor for the Justice-in-Education Initiative. This position is ideal for someone interested in social justice work and public humanities outreach and will entail coordinating with staff at the Heyman Center and the Center for Justice in order to provide a digital platform to advocate for access to higher education for incarcerated and formerly incarcerated students. The Administrative Fellow will work closely with staff and participants in the Justice-in-Education Initiative to generate and manage digital content on the Initiative's new website, as well as publicizing the website. The Fellow will also be responsible for writing content for a newsletter, which would involve participating in our prison-in-education programs, interviewing participants, and otherwise contributing an original voice to this program.

Fellow Responsibilities

- Generate and maintain website content
- Coordinate with staff at the Heyman Center and our partners at the Center for Justice to create new media for the website
- Develop the Justice-in-Education newsletter; write and create original content, and contribute an original voice through interviews, updates, and features
- Work with Core Curriculum instructors and students to create and publicize "Justice in the Core" features on website
- Research Columbia curriculum and syllabi to enhance and update the list of "Courses Related to Mass Incarceration"

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
- Interest in addressing the problem of mass incarceration and willingness to work closely with affected populations.

Expected Fellow Time Commitment

10 hours per week

The Society of Fellows and Heyman Center for the Humanities – Publications Editor

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 Publications Editor. The Administrative Fellow will work to arrange, copyedit, design, and publish Center publications including the Annual Report. The Fellow will also be responsible for creating and maintaining mailing lists and will be charged with developing new mailings to promote future or past events.

Fellow Responsibilities

- Gather materials for the Fiscal Year 16, FY17, and FY18 Annual Reports and arrange for their printing
- Copyedit Annual Reports and other publications
- Design publication layouts
- Write publication content

Desired Qualifications

- Strong organizational skills
- Ability to work independently and manage time-sensitive tasks
- Excellent computer skills or ability to obtain them, including knowledge of publication software
- Copyediting experience
- Design experience
- Detail-oriented
- Excellent written communication and interpersonal skills

Expected Fellow Time Commitment

10 hours per week