

Academic Affairs, Columbia College - Curricular Committee Intern/Archiving Fellowship in Academic Administration

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 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 gain an understanding of the ways that curriculum and academic policy are developed.

We believe that a graduate student fellow would gain valuable knowledge and experience by assisting our office in support of the Committee on Instruction. 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 Amy Kohn, and also by shadowing Amy 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 through regular dialogue 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 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 development, delivery, and assessment. In Fall 2019, the GSAS Fellow in Academic Administration will work closely with Assistant Directors in the CTL to support and evaluate our new Teaching Development Program (TDP) and related resources. See bit.ly/ctl-tdp for information about the TDP.

This program consultant will:

- Track participant activity in the TDP
- Conceptualize and facilitate TDP information sessions and support
- Work with CTL staff to strategize communication and outreach around the TDP
- Develop, revise, and apply rubrics to provide targeted feedback to TDP participants

By supporting and monitoring the TDP, the GSAS Fellow will:

- Build awareness of a broad range of teaching support and resources connected to the TDP
- Help develop strategic thinking for engaging various academic disciplines in foundational teaching development
- Gain experience with program assessment and communications
- Develop relationships with professional educational developers, administrators, and communications staff at Columbia

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:

- Strategize program assessment protocols and review and assess documentation posted by participants in the TDP
- Participate in planning and delivery of TDP support offerings for graduate students
- Strategize ways to engage targeted audiences around program objectives
- Provide creative suggestions for communications and outreach promoting the TDP

Desired Qualifications

The GSAS Fellow at 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

Familiarity with program goals and activities in the Teaching Development Program (bit.ly/ctl-tdp) is strongly encouraged, as is registration in the program itself. Some familiarity with educational literature and the scholarship of teaching and learning is desirable, but not required.

Expected Fellow Time Commitment

8-10 hours per week

Columbia University Libraries Digital Scholarship - Digital Publishing Fellow

The Digital Scholarship division of Columbia University Libraries provides a suite of services that respond to and anticipate the needs of Columbia's research and learning communities. We assist students, faculty, researchers, and staff in information management, digital literacy, systems-support and development for online publishing, and engagement with technology.

The Libraries' digital publishing program supports the development of quality, open-access scholarship in the form of journals and dynamic digital projects and provides educational opportunities and publishing advice to both project creators and authors. We seek collaborations with Columbia-affiliated faculty and students who want to ask new questions of their communities, play at the borders of currently canonized fields, open new pathways of inquiry, explore innovative methods, and include new and traditionally underrepresented voices in the scholarly conversation.

Our core publishing service offerings include web hosting on Open Journals System (OJS), Wordpress, and minimal computing (Jekyll, Ed.) platforms, preservation of open, published content in Columbia's research repository, Academic Commons, access to publication analytics, registration with general and disciplinary catalogs and indexes, and the provision of persistent, unique identifiers (DOIs). Through educational opportunities, including workshops, events, and individual consultations, we also aim to inculcate ethical publishing practice, confidence in author rights and copyright, and effective management of personal scholarly portfolios and online reputations.

The Digital Scholarship publishing program seeks a Fellow in Academic Administration to help in the management, discoverability, and marketing of our journal publications and in the organization and promotion of publishing events. The Fellow will help the Digital Publishing Librarian to maintain the publishing services we offer to the more than twenty journals in our publishing portfolio. The Fellow will also assist in marketing our publishing services and educational offerings to the Columbia community.

The fellow will have the opportunity to work closely with the Digital Publishing Librarian and will gain experience in publishing project management, financial organization, and marketing and communications.

The fellow will come to understand the journal publishing lifecycle and the distribution and marketing of academic scholarship and will gain facility with our publishing software. This may be a particularly interesting opportunity for a graduate student who is interested in learning more about the academic publishing industry or scholarly communications.

Fellow Responsibilities

- Perform regular maintenance operations on Libraries-published journals including updating website copy, archiving content, registering DOIs, and collecting analytics
- Prepare financial documents and track invoices
- Generate email lists and monthly newsletter
- Help to organize and publicize on-campus events

Desired Qualifications

- Attention to detail
- Ability to work independently and prioritize tasks
- Excellent computer skills and the ability to learn new software and digital tools
- Strong writing and communication skills
- Knowledge of HTML strongly preferred; Familiarity with WordPress a plus

Expected Fellow Time Commitment

5-10 hours per week

Office of the Executive Vice President for Research - Grantmaking Strategy for NSF Research Traineeship Program

Columbia's Office of the Executive Vice President for Research is responsible for the promotion and protection of the University's faculty, postdocs, graduate researchers, and research administrative staff, culminating in ~\$776M in external funding per year. The Office seeks to train researchers in responsible conduct, support them through obtaining and stewarding external funding, and developing new opportunities for interdisciplinary investigation and collaboration.

The smaller suboffice within EVPR – the Office of Research Initiatives – supports faculty in obtaining federal funding for highly-complex, interdisciplinary, large-scale projects. One such project – the NSF's Research Traineeship (NRT, formerly IGERT) – seeks to develop novel graduate training programs at the intersection of multiple disciplines. The Office of Research Initiatives seeks to better understand this program's grantmaking history, and turn a description of its past activities – who it funds, what those proposals look like – into prescriptions guiding future faculty efforts. This project will require data analysis of the NSF's awards data, interviews with successful faculty, and developing a comprehensive presentation slide deck for posting on the Office's website. This project is an opportunity for a dedicated graduate student to directly and immediately influence scientific faculty efforts, in the hopes of Columbia winning an NRT grant.

Fellows on this project will gain skills in data analysis, faculty affairs, and, most importantly, executive communications: Of translating technical content into high-level and persuasive memos for University leadership. The Fellow will be trained and mentored in communications skills (namely publishing and written communications), and in employing data analysis to answer complex questions.

Fellow Responsibilities

The Fellow will be expected to work 10 hours per week, and will be responsible for data analysis, report generation, presentation slide creation, and participating in biweekly meetings with the four-person Office of Research Initiatives team.

Desired Qualifications

The successful Fellow should be a doctoral student in a science-related field, although students from the social sciences or humanities are welcome to apply. The Fellow should maintain a solid grasp on computational skills – Excel, at a minimum, but preferably technologies such as Python or MatLab. Finally, the Fellow should have experience designing engaging and complementary presentation visual aids, and liaising with faculty and/or University administrators.

Expected Fellow Time Commitment

10 hours per week

The Society of Fellows and Heyman Center for the Humanities - NYC Humanities Calendar and Communications Assistant

Founded in the mid-1970s, the Society of Fellows in the Humanities at Columbia University (SoF) supports innovative research and scholarship, encourages interdisciplinary discussion, and fosters collaborative projects organized by its Fellows in concert with Columbia faculty. Housed in the Heyman Center for the Humanities since the 1980s, the Society offers one-year fellowships, automatically renewable for up to two additional years, during which Fellows teach undergraduate courses, complete scholarly work, present work-in-progress to other Fellows and University faculty, and plan and participate in conferences on areas of research interest. The fellowships provide time and resources to develop independent scholarship within a broadening educational and professional context.

The Heyman Center for the Humanities (HCH) provides the intellectual and physical space for interdisciplinary discussions among members of the Columbia community and the New York City public. It brings together faculty and students from across the university—from the humanities, social and natural sciences, law, medicine, journalism, and the arts—to share thinking, debate ideas, and collectively consider methodological, conceptual, and ethical issues of common interest and concern. It sponsors public programming—lectures, poetry and fiction reading, workshops, conferences, symposia, seminars, and performances—and, through its Public Humanities Initiative, strives to expand the opportunities for humanities-based conversations, on and off campus, and to promote community-university partnered events. The Heyman Center also administers The Justice-in-Education Initiative, a collaborative project with the Center for Justice at Columbia, which provides education to incarcerated and formerly incarcerated individuals and integrates the study of justice more fully into the Columbia University curriculum. The Justice-in-Education Initiative is made possible by a grant from the Andrew W. Mellon Foundation.

The Heyman Center for the Humanities and the Society of Fellows is looking for a GSAS Administrative Fellow to assist with the development, implementation, and assessment of the NYC Humanities Calendar. This calendar aims to aggregate humanities-related events across Columbia's campus and throughout the wider New York City community. The fellow will help manage, grow, publicize, and maintain the calendar as well as conduct an assessment of its viability and impact.

Fellow Responsibilities

- Provide administrative and editorial support for the NYC Humanities Calendar
- Research, write, fact-check, copyedit, and proof website copy
- Research and write working drafts of documents
- Collect data and create databases
- Work closely with the Communications and Web Coordinator and report to the Executive Director of the Society of Fellows and Heyman Center for the Humanities
- Assist communications efforts through web-based research and social media
- Perform a critical assessment that considers the ongoing viability, sustainability, and impact of the NYC Public Humanities Calendar
- Perform other tasks as needed

Desired Qualifications

- Strong organizational skills
- Ability to work independently and manage tasks within short deadlines
- Computer competence in or ability to obtain excellent computer skills, including CMS
- Detail-oriented
- Excellent written communication and interpersonal skills

Expected Fellow Time Commitment

10 hours per week

Institute for Comparative Literature and Society - Ambedkar Lectures, Medical Humanities, and Psychoanalytic Studies

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

Working closely with faculty members and the assistant director, the admin fellow will help curate our continuing initiatives the Global Language Justice and Ambedkar Lectures in addition to program support for the major in Medicine Literature and Society and Psychoanalytic Studies. The admin fellow will assist in event organization and gathering materials for executive committee meetings.

Fellow Responsibilities

- Communication with faculty on their project's vision and needs
- Assist in the organizing of events
- Assist in research, filing and production of reports for the faculty board under the supervision of the Assistant Director

Desired Qualifications

- Attention to detail and the ability to work independently
- Reliability, we are flexible on time but do need someone who is regularly present
- Excellent communication skills and experience with Twitter and Facebook
- Previous experience in Photoshop or InDesign a plus, but not necessary

Expected Fellow Time Commitment

6-10 hours per week, variable

The Office of Academic Diversity and Inclusion - OADI Research Collective

The Office of Academic Diversity and Inclusion is the space within GSAS in which we enact daily and intentionally our commitment to create an intellectual collective that is reflective of the disparate experiences of its constituents.

The graduate students hired by the Office of Academic Diversity and Inclusion will serve dual roles. First, they will co-coordinate the OADI research collective, a yearlong cohort of students conducting research in subjects of particular interest to those from diverse backgrounds with a focus on developing public scholarship. Second, the students will aid the office in implementing heritage month programming and identifying and promoting graduate student research through the Scholars On-Scene monthly discussion series. In their positions, the FAA appointees will aid the Office to creating a space that encourages intellectual growth as well as highlights and celebrates the varied experiences of our student body.

Students will gain or expand the following skills:

- Build expertise in the development and promotion of public scholarship.
- The ability to adapt their communication style to their audience.
- The ability to facilitate discussions within an intellectually democratic space.
- Manage small student facing programming and discussions.
- Event planning – The planning and promotion of cultural and social events.

Fellow Responsibilities

Both students will:

- Co-coordinate the OADI Research Collective.

Student 1

- Draft OADI student communication materials.
- Identify and recruit participants for the Scholars On-Scene discussion series.

Student 2

- Identify local heritage month events.
- Identify and source movies for the Diversity Film series.

Desired Qualifications

- Organizational skills.
- Situational flexibility.
- Acute attention to detail.
- Exceptional written and verbal communications skills.
- Self-direction.
- Willingness to collaborate and work in groups.

Expected Fellow Time Commitment

7-10 hours per week

Columbia Engineering Professional Development and Leadership - Professional Development and Leadership Graduate Fellowship

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 1,600 new MS students and approximately 175 new PhD students at the School of Engineering and Applied Science will be engaged in Professional Development and Leadership coursework. The PDL Fellow will focus on three main areas, with emphasis determined based on the Fellow's interests and program needs:

- Evaluation: review existing feedback mechanisms, suggest revisions, and pilot new program assessment mechanisms.
- Social Media and web presence: generate and manage digital content for the new PDL website, develop a Professional Development and Leadership community on LinkedIn, and augment PDL's presence on GradSEAS social media accounts.
- Program development: observe current offerings in order to propose new programming for MS and/or PhD students at SEAS.

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

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

Fellow Responsibilities

- Review and revise existing feedback forms and pilot modifications.
- Develop content for the PDL website and social media accounts highlighting what is happening in the program.
- Experience program offerings and create recommendations for future development.
- 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 is also opportunities to work individually with students or faculty.

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.
- Forward-thinking attitude and sense of humor a must.

Expected Fellow Time Commitment

5-10 hours per week

Digital Scholarship - Foundations for Research Computing Community Development

Digital Scholarship is a group within Columbia Libraries focused on teaching, technology, and development of community around sharing research at Columbia. DS runs events related to innovative ways of conducting research and sharing knowledge created at Columbia with the wider academic community. The group also creates and maintains scholarly infrastructure, such as the Academic Commons and software, such as Ed and Wax, for creating and maintaining scholarly publications. DS also consults with students and faculty on projects and organizes workshops, bootcamps, and lectures on topics related to research computing.

Foundations for Research Computing is a new collaboration among Columbia Libraries, CUIT, and the Office of Research dedicated to teaching research computing skills and methods to Columbia students. Foundations programming includes two-day workshops, bootcamps, and a Distinguished Lecture series. Creating communities is critical to the success of Foundations, and the program maintains an active community of instructors that, in turn, help to build a culture and community around research computing on campus. The Community Development Fellow would help facilitate the growth of these communities by assisting with event planning and coordination, with a particular focus on our Distinguished Lecture series and our Python User Group.

The primary skill areas developed by the Fellow would be event coordination and community-facing communication. The Fellow would develop an eye for detail in planning events while making decisions related to managing mailing lists, working with partners on campus, purchasing equipment and food, and interacting with invited guests and instructors. Specific skills would include sending out mailing list campaigns using MailChimp, placing and receiving catering, and thinking logistically in terms of time, seats, and equipment. For an Fellow with initiative, there may be opportunities to design and execute an event or event series from scratch, which would show an ability to meet an evident demand with available resources. If interested, there may be some opportunity to develop technical skills, such as UNIX, Git, or markdown, though these will not be required skills.

Fellow Responsibilities

- Communicating via email and in person with community members in Python User Group.
- Helping to plan and prepare for 2-4 Distinguished Lectures, which may include a combination of gathering materials and equipment, greeting VIP guests, receiving catering, and eliciting feedback from attendees.
- Potentially, planning and executing an event, which would involve taking responsibility for assessing demand, researching speakers or instructors, inviting attendees, thinking logistically, and following up to collect data, with the support of the Foundations coordinator.

Desired Qualifications

The Fellow should have, or be willing to develop, the following qualifications:

- The ability to communicate effectively in writing and in person.

- An understanding of organizational fundamentals, such as keeping calendars, working from and developing checklists, and prioritizing tasks.
- An enthusiasm for developing community on campus.
- A willingness to learn new skills.

Skills that are not required, but which may be helpful:

- Knowledge of a technical skill or skills taught by Foundations, such as UNIX, Python, R, Git, or markdown.
- The ability to teach, or an interest in pedagogy.
- Knowledge of content management systems such as WordPress

Expected Fellow Time Commitment

8 hours per week

Council for European Studies - Associate Editor/Europe and the Global South

The mission of the Council for European Studies (CES) is to produce, support, and recognize outstanding, multi-disciplinary research on Europe through a wide range of programs and initiatives. These include fellowships, grants, publications, awards, conferences and meetings, public lectures and symposia, as well as direct research and artistic collaboration. CES is particularly committed to supporting research that can play a critical role in understanding and applying the lessons of European history and integration to contemporary problems, including those in the areas of global security, sustainability, environmental stewardship, and democracy.

Every year, CES awards dozens of fellowships, grants and prizes; publishes fascinating research guides and journal issues; hosts its renowned international conference; sponsors cutting-edge research; and enters into important partnerships.

CES will support the participation of 15 scholars from the Global South in the 50th anniversary meeting of the Council for European Studies (CES) in Reykjavik, Iceland, in June 2020. The organization seeks to expand its constituency to involve more participants from the Global South in order to ensure that the study of Europe is embedded within an understanding of its place in global society. We will recruit and financially support the presence of these scholars together with the World Society Foundation in Switzerland; further, we will offer opportunities for networking through receptions and seek to publish an edited volume of brief “vision” pieces, via our *EuropeNow* online platform, and through publication of a special issue of a journal or an edited volume containing longer articles.

The CES has traditionally been viewed as a research organization focusing on the Global North, yet it has shifted its European focus to a comparative one that highlights Europe and its relation to the world. For example, understanding the intensification of migrant flows has necessitated the careful study of the wide-ranging and powerful processes of mobility, both from within and outside of Europe that are reconfiguring identities and citizenship regimes across European nation-states. The CES now coordinates projects among multiple institutions in a variety of geographic locations and is working diligently to become an organizational bridge between North America, Europe, the Global South, and beyond. As part of its 50-year reflection, the CES is committed to engage colleagues from traditionally underrepresented or underserved communities by expanding opportunities for graduate students and faculty at resource-constrained institutions, particularly from the developing world.

The Fellow will help with all communication aspects of the organization to highlight CES’ new role as a bridge between its formerly northern to its new global perspectives. As such, the Fellow will assist the director with newsletters, bulletins, webinars, the online journal, and, ultimately, with two scholarly publications.

This Fellowship will offer a unique opportunity to shape the message about the role of the Global South within a major European studies organization. The Fellow will be tasked with building a communicational bridge by writing newsletters that emphasize global studies, creating mailing lists with scholars working in global European studies and working with selected Fellows on both the 50th anniversary and an additional scholarly publication in partnership with the World Society Foundation.

The Fellowship will allow for an exploration of writing from all angles: from membership communication to events highlights, from online contributions to scholarly publications, the fellow will engage in the myriad paths to become a successful professional, both within and outside institutions of higher learning.

Fellow Responsibilities

The Fellow will be responsible for all communication aspects of the organization and will be working with both the Director and *EuropeNow* editors and program officers. The following are some of the main responsibilities of this Fellowship:

- Website Communication
- *EuropeNow* journal, particularly publications that deal with the Global South
- All other communications such as newsletters, bulletins, research networks, etc.
- Support publications and awards, particularly those pertaining to the Global South
- Support two book publications: the 50th anniversary publication and a joint publication in partnership with the World Society Foundation

Desired Qualifications

The Fellow should enjoy writing across disciplines and multiple audiences; he/she should have an interest in Europe and European studies. Pre-requisite is a Master's Degree. The ideal candidate will excel in multi-tasking and work effectively with minimal supervision. Other desired qualifications:

- Strong organizational skills
- Ability to 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

8-10 hours per week

GSAS Communications - External Promotion

GSAS Communications promotes wide recognition and awareness of Columbia GSAS to internal and external audiences, burnishing the reputation not only of GSAS but of the University at large.

The Fellow will be responsible for promoting content about GSAS student accomplishments, events, and related matters that burnish the reputation of GSAS and its constituencies.

Fellow Responsibilities

- Drafting and posting content on social media.
- Drafting and posting content on GSAS website.

Desired Qualifications

- Excellent writer with command of grammar and style.
- Experience with CMS.
- Experience with social media.

Expected Fellow Time Commitment

10-15 hours per week

Columbia Community Service - Columbia Community Service 73rd Annual Appeal Grantee Support

Columbia University recognizes the importance of its location in New York City and seeks to link its research and teaching to the vast resources of a great metropolis. Columbia Community Service (CCS), a program of Government and Community Affairs, supports the University's efforts to be a good neighbor by providing a means for faculty, staff, and retirees to contribute to their employee-giving campaign. With funds raised through each annual campaign, CCS gives grants to 60 local nonprofits that help to address the needs of underserved individuals in the local community. Grantees focus on everything from education, food and emergency services, eldercare, the arts and the environment. CCS also facilitates in-kind contributions, volunteer opportunities, and workshops, which connects the University's resources to local nonprofits.

Every year, CCS makes grants to local community organizations, as well as provide logistical support and professional advising. The Fellow assigned to this project will assist the Director with providing the grantees with technical support, which will include monitoring questions related to grant funding; providing grantees with recommendations for additional resources; and, reviewing the receipt reporting documents that show how the funding was used. Training will be provided.

We expect the Fellow to gain skills in areas such as team-building, effective time management skills, and creative problem solving. We also hope that they will gain some understanding of how the University collaborates with its community partners.

Fellow Responsibilities

- Monitor questions related to grant funding
- Research further funding opportunities
- Provide recommendations for funding resources to 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 Community Service - Columbia Community Service 73rd Annual Appeal Donor Support

Columbia University recognizes the importance of its location in New York City and seeks to link its research and teaching to the vast resources of a great metropolis. Columbia Community Service (CCS), a program of Government and Community Affairs, supports the University's efforts to be a good neighbor by providing a means for faculty, staff, and retirees to contribute to their employee-giving campaign. With funds raised through each annual campaign, CCS gives grants to 60 local nonprofits that help to address the needs of underserved individuals in our local community. Grantees focus on everything from education, food and emergency services, eldercare, the arts and the environment. CCS also facilitates in-kind contributions, volunteer opportunities, and workshops - connecting the University's resources to local nonprofits.

Every year, the board and staff of CCS work to inspire the employees of Columbia University, Barnard College and Teachers College to contribute monetary gifts and/or time as volunteers to the annual campaign. The Fellow assigned to this project will assist the Assistant Director with updating the Columbia Community Service website; preparing donor acknowledgement letters; and, recording contributions in the CRM donor management system. Training will be provided.

We expect each Fellow to gain skills in areas such as team-building, effective time management skills, and data entry. We also hope that he/she will gain some knowledge and understanding of the employee-giving campaign process.

Fellow Responsibilities

- Monitor questions related to grant funding
- Research further funding opportunities
- Provide recommendations for funding resources to grantees
- Review receipt reporting documents
- Enter data on donations into a donor management system

Desired Qualifications

- Excellent written and verbal communication skills
- Detail-oriented
- Exceptional interpersonal skills
- Adept researcher

Expected Fellow Time Commitment

5-10 hours per week