

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 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

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 Summer 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.

This program consultant will:

- Undertake assessment of participant activity in the TDP
- Conceptualize and facilitate TDP resource development in the light of program assessment
- Provide targeted feedback to TDP participants, coordinated against rubrics developed by the CTL
- Work with CTL staff to strategize communication and outreach around the TDP
- Help plan the TDP Information Session that CTL will run in September 2019

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
- Strategize ways to engage targeted audiences around program objectives
- Provide creative suggestions for communications, outreach, and program development 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. 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 Press Acquisitions – Literature in Translation: Women’s Translation Month and National Translation Month

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 plan, create, and implement promotional campaigns for Women in Translation Month (August) and National Translation Month (September) to highlight books and translators from the Russian Library, Weatherhead Books on Asia, and other Columbia University Press lists. Important forthcoming titles include Wang Anyi’s *Fu Ping* (trans. Howard Goldblatt) and Margarita Khemlin’s *Klotsvog* (trans. Lisa Hayden). Specific projects can take the Fellow’s areas of interest into consideration.

Fellow Responsibilities

In coordination with the acquisitions editor and publicist, plan a marketing and social media campaign for the Press’s relevant titles for Women in Translation Month and National Translation Month. Examples of specific activities include:

- Creating blog posts
- Selecting excerpts
- Corresponding with translators
- Creating and scheduling tweets, Facebook posts, etc.

Desired Qualifications

- Strong writing skills
- Interest in literary fiction/translation
- Interest in and familiarity with social media
- Ability to work independently
- Creativity
- Interest in publishing

Expected Fellow Time Commitment

8-10 hours per week

Institute for Comparative Literature and Society – Global Language Justice and Ambedkar Lectures

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, 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; the Institute also offers 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 Lydia H. Liu and Anupama Rao, the Fellow will help curate the Global Language Justice and the B.R. Ambedkar Lectures initiative, assisting in event organization and gathering materials for publishing projects both online and in print.

Fellow Responsibilities

- Communication with faculty on their project's vision
- Assist in the organizing of a major event in August
- Assist in curating online and print content

Desired Qualifications

- Attention to detail and the ability to work independently
- Reliability, as 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 is a plus but not necessary

Expected Fellow Time Commitment

10 hours per week