Center for Student Advising – Academic Resources in Support of Excellence

Academic Resources in Support of Excellence (ARISE) is a unit within the Center for Student Advising serving undergraduate students in Columbia College (CC) and the School of Engineering and Applied Science (SEAS). This position will support the CSA Tutoring Service and other academic support initiatives within ARISE. The CSA tutoring service provides free academic support to SEAS and CC students in a wide range of courses.

This position primarily focuses on the training and supervision of peer tutors. At the beginning of the semester, the Fellow will be responsible for developing tutor training content on an approved topic, which will be presented during tutor training on Friday, January 29, 2016. Going forward, the Fellow will then be responsible for helping with the ongoing supervision of tutors; he or she will observe tutoring sessions and provide feedback to tutors in relation to the material that was presented during tutor training. Because the majority of tutoring sessions occur outside of regular office hours (during the evening and on weekends), the Fellow will have great flexibility in making their own schedule. However, there may also be a bi-weekly tutor supervision meeting during regular business hours, which he/she would be expected to co-facilitate whenever possible.

In support of the ARISE program, the Fellow will also be responsible for planning and facilitating at least one academic skills workshop on a topic to be approved by the ARISE staff. Some potential topics include:

- How to make the most of office hours
- How to make the most of recitation sections and TAs
- Effective note-taking
- Time management

The Fellow may also be asked to support CSA tutoring staff with other tasks and duties as needed. All tasks will relate to academic support or new academic skill-building initiatives within the CSA.

Duties and Responsibilities:

- Develop content for tutor training on any one of the following areas: growth mindset, educational psychology, learning processes, pedagogy, or other similar topics
- Facilitate tutor training on Friday, January 29, 2016 (9am-5pm)
- Independently schedule ongoing tutor observations and conduct feedback de-briefs with tutors
- Prepare and deliver an academic skills workshop on a topic TBD
- Support CSA staff with tutor supervision; co-facilitate the bi-weekly tutor meeting
- Perform other duties as necessary to ensure the smooth operation of the tutoring service
- Commit to about 8 hours per week
Preferred Qualifications:

- Experience in teaching or facilitating small groups in an academic setting
- Interest in Advising/Academic Support initiatives
- Ability to work independently
- Excellent organization and time management skills
Center for Student Advising – First-in Family

First-in-Family (FiF) is a unit within the Center for Student Advising serving undergraduate students in Columbia College and the School of Engineering and Applied Science. This position will support the CSA First-in-Family administrative team with initiatives targeting the first-generation student population. The First-in-Family unit provides structured programs, academic advising, mentoring, community-building events, and informal support to first-generation students across all years in Columbia College (CC) and the Fu Foundation School of Engineering School (SEAS).

This position focuses on supporting FiF deans (which includes an Associate Dean of Advising and two Advising Deans), and all aspects of advancing FiF programming and operational efforts. Throughout the academic year, the Fellow will be responsible for organizing program events (campus space, food considerations, agenda, flyers, promotion, etc.), coordinating student outreach, maintaining FiF digital files and resources, and making connections with on and off-campus resources. The Fellow should foster a growing knowledge of first-generation student concerns and considerations. The Fellow will communicate with students, other CSA resources, campus partner offices, and faculty when appropriate. The Fellow will be expected to attend all FiF programming events in order to support both deans and students.

In support of the FiF program, the Fellow will also be responsible for helping to plan and facilitate various FiF programming initiatives. Potential events include:

- Academic Writing Workshop
- Center for Career Education Support Sessions
- Study Abroad Information Session
- Faculty Panel Presentations
- FiF Talks and Panels (i.e., How to Organize Your Semester; Professors, Research, and Accessing Academic Resources; How to Prepare for Midterms; What We Have Learned: Final Exam Preparation; Pursuing a Ph.D., etc.)
- Meet and Greets
- Community Building Events (i.e., Halloween, Thanksgiving, Winter Holiday, Spring Break, etc.)
- Annual Graduation Reception

The Fellow may also be asked to support FiF deans with other tasks and duties as needed.

Duties and Responsibilities:

- Help develop, organize, and host programming events
- Facilitate FiF student Mentoring Program
- When appropriate, independently reach out to support office and resources
- Prepare and at times deliver electronic communication to the FiF student community
- Arrange Student Advisory Board meetings and agenda
- Support CSA FiF deans with any and all aspects of programming efforts
- Perform other duties as necessary to ensure that the FiF Program is effective and responsive to student needs
- Commit to about 10 hours per week
- Some evening and possible weekend work is required

**Preferred Qualifications:**

- Experience in programming teaching or facilitating events
- Interest in supporting first-generation college students
- Ability to work independently
- Experience working with college students
- Excellent written, oral communication and interpersonal skills
- Excellent organization and time management skills
- Attention to detail required with an ability to set and achieve goals
Columbia Community Service – Neighbors Helping Neighbors

Being a good neighbor by assisting local nonprofit organizations is an important part of Columbia’s mission. Columbia Community Service 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, and other critical services, through direct financial contributions. Columbia Community Service is the only employee campaign on campus. Because the University covers all administrative expenses, 100 percent of the contributions go to local nonprofits.

Community Outreach Coordinator Position:

The Community Outreach Coordinator reports directly to the Columbia Community Service (CCS) Director and assists with a variety of planning and administrative tasks.

These tasks include:

- Assistance with the organization and preparation of written and graphic materials, such as the CCS annual brochure, CCS flyer, and the CCS grant application
- Undertaking print based and online research that will be used to help promote the CCS annual campaigns and initiatives
- Responding to CCS agencies and university administrators on matters related to the CCS campaign and the grant process
- Tracking projects and reporting on their progress, especially with the grant application receipt, review, and selection process
- Taking part in constituency outreach efforts and public presentations such as CCS meetings, site visits, and tabling events

Other responsibilities may include writing and editing CCS board and committee minutes and assisting with special projects as they occur.
Columbia University Fu Foundation School of Engineering and Applied Sciences – Graduate Student Affairs

The Office of Graduate Student Affairs at SEAS works to provide comprehensive support services to new and continuing Master's and doctoral engineering students. We work with offices across the University and departments at SEAS to connect students with the resources necessary to help make them successful socially, academically, and professionally.

With a significant international population at SEAS, the Office of Graduate Student Affairs works closely with Columbia’s International Students and Scholars Office, University Apartment Housing, and the Registrar to ensure incoming students are properly advised of processes including visa and housing applications, as well as the course registration process. The Fellow in Academic Administration at SEAS GSA will be responsible for streamlining communications related to these items for incoming students.

The Fellow will work with the Assistant Director of Graduate Student Services and relevant offices to re-organize the GSA’s website for onboarding new graduate students and help make content more easily accessible to students using multimedia tools. She or he will collaborate with various departments to plan webinars regarding visa applications processes, housing-search strategies in NYC, and a broad overview of course registration at SEAS.
Columbia University Press

Columbia University Press seeks to hire Fellows for the acquisitions editorial department. Applicants should be eager, hard-working students who would like to gain practical, entry-level experience in book publishing. The Fellow would:

- Send out manuscripts for peer review
- Attend editorial and marketing meetings
- Compile lists of recipients of complimentary books
- Prepare final manuscripts for release to production
- Write selling points etc. for editorial and release memos
- Procure promotional blurbs from senior scholars
- Work on grant applications
- Request checks for advances, fees, and other payments
- Contribute to social media presence
Columbia University Press – Russian Library Series

Columbia University Press has an opportunity for a graduate student to help out with the Press’s new Russian Library series. The Russian Library will consist of ten books of Russian literature a year in English translation, to be published in simultaneous paperback, ebook, and cloth collector’s editions. The graduate student fellow will read proposals, research market and competitive titles, contribute to social media outreach, and help out with other aspects of the series launch, depending upon need and inclination. Russian language skills preferred; interest in translated literature, and the publishing world more generally, required.
Columbia University Real Estate

The Real Estate office is looking for a GSAS Fellow to assist with an upgrade of the office’s financial reporting capabilities and update our existing lease database in connection with the Medical Center real estate portfolio.

The Fellow will:

- Collect data and lease information on existing off-campus locations
- Work with our Real Estate Director in the development of forms and analyses in connection with our commercial lease assignments
- Develop a new lease abstract template
- Provide data related to our leased locations connected with the CUMC portfolio
- Perform other tasks as needed

The Real Estate office supports the Medical Center with all facets of its real estate portfolio from lease administration, relocation, extensions and acquisition of new space and ongoing support during occupancy. The Fellow will work with the Director for this portfolio to complete the initiative to update the analyses used in the aforementioned delivery of services. Although not required, interest in healthcare administration is encouraged.

Qualifications:

- Interest in commercial real estate financial analysis
- Ability to work independently
- Excellent computer skills and knowledge of Microsoft products
- Detail-oriented
- Excellent oral and written communication
- Experience with financial modeling preferred
Executive Vice President for Research – Research Initiatives

The Office of Research Initiatives (ORI), within the larger Office of the Executive Vice President for Research, seeks a high-performing and diplomatic graduate student to fill a GSAS Academic Administration Fellowship, beginning in spring 2016.

The Fellow will work under all ORI staff in the strategic planning for and execution of its Limited Submission Competition processes. A Limited Submission Competition is when an external funder – typically a government agency or private foundation – allows each institution to nominate a limited number of candidates per award cycle. To ensure the best candidate(s) are selected, ORI assembles advisory committees of faculty from various Columbia departments, schools, and campuses to evaluate each application received. The ORI facilitates over 70 Limited Submission Competitions per year, with aspirations to increase this number in the years to come.

The GSAS Fellow will assist ORI staff in the intake of applications, customer service activities for prospective faculty candidates and nominators, and the creation of review materials. Thus, this Fellowship represents a unique opportunity for graduate students to gain experience and insights of Federal funding agencies, foundation relations, faculty affairs, competition design, and, ultimately, how a complex research institution mobilizes its administrative support to facilitate the success of its researchers in receiving federal and private grants and contracts.
Graduate School of Arts and Sciences – Communications

The GSAS Office of Communications is responsible for distributing information on academic policies, events and opportunities, and community announcements to the students, faculty, and alumni of the Graduate School through a variety of multimedia channels.

Fellowship Description
For five to ten hours per week, the Fellow supports the GSAS Office of Communications in its efforts to enhance student life and improve communications channels for the GSAS Offices and the graduate student community. The fellow will help to identify topics and media relevant to GSAS, graduate education, and associated threads of conversation within academia, as well as advance GSAS’s place as a leading community of scholars; assist with the development of content for distribution in various digital channels; communicate with and conduct outreach to student groups, centers, and departments to promote GSAS programming and events; and evaluate metrics for communications materials sent to various constituents. This Fellowship will provide a well-rounded perspective on planning, developing, and executing communications strategies in a university setting.

Responsibilities Include:

- Assist with GSAS content management, including creation and distribution of blog and social media postings, interviews, calendars and promotional materials for events, audiovisual media, and website updates
- Manage focus groups with graduate students at various points in their academic careers to advise on communications trends and improve GSAS messaging strategy
- Coordinate with arts and sciences departments, GSAC, and other student groups to maximize attendance of events and opportunities
- Create reports for web analytics and newsletter metrics
- Monitor news and media outlets relevant to GSAS students, faculty, and alumni, and conduct online research relevant to the promotion of the Graduate School

Qualifications:

- Superior oral and written communication skills
- Excellent organizational and analytical skills; strong attention to detail
- Excellent computer skills, including Microsoft Office
- Experience with content management software and/or Adobe Creative Suite preferred
- Interest or previous experience in scholarly and web publishing, journalism, marketing, or communications preferred
Graduate School of Arts and Sciences - Office of Student Affairs

The Graduate School of Arts and Sciences collaborates with academic departments to oversee a student’s career at Columbia from admission to graduation. The GSAS Office of Student Affairs works to improve student life, facilitate administrative processes, and assist students in navigating university resources.

The Office of Student Affairs (OSA) is looking for a GSAS Fellow to assist in the development and implementation of an assessment tool that elicits useful information about student interests and concerns; the data gathered will further focus GSAS’s efforts to develop graduate student community, well-being, and success.

Under the supervision of the Associate Dean of Students the Fellow will:

- Research student affairs assessment models at peer institutions
- Determine assessment and program evaluation needs
- Assist in the development of a strategy for implementation
- Create assessment tools
- Facilitate quantitative and qualitative data collection and analysis

Preferred Qualifications:

- Experience with data collection and analysis
- Knowledge of Microsoft Word, Microsoft Excel and various survey platforms (i.e. Survey Monkey, Qualtrics, Google Forms)
- Detail oriented and self-driven
- Excellent organization, time management and communication skills
- Interest in program evaluation, student experience, and student development
Graduate School of Arts and Sciences – Summer Research Program

The Summer Research Program:
The Graduate School of Arts and Sciences hosts the eight- to ten-week Summer Research Program (SRP) for undergraduates from groups that have been historically underrepresented in academia. Participants conduct graduate-level research under the supervision of a Columbia faculty mentor, approximating the graduate experience through exposure to the mentor/advisee relationship, scholarly research opportunities, and independent living. The aim of the program is to foster a deeper knowledge of the field in question, to hone skills that are necessary for success in doctoral study, and to encourage students to pursue academic careers. The SRP does not offer preparation for the professional schools (e.g. business, education, engineering, journalism, medical, law, and social work).

Fellowship Description:
The Academic Administration Fellow supports the Office of Academic Diversity to organize and implement the Summer Research Program. Specifically, this fellow will support the Assistant Dean for Academic Diversity in the overarching design of the Summer Research Program. This includes assisting in implementing workshops and excursions that prepare students for graduate education. The fellow will also work to create templates and timelines, used to facilitate program planning for future years. Lastly, this position will work to build an alumni network of former SRP participants, graduate and faculty mentors.

Duties Include:
- Assist with the SRP admissions process and application review
- Assist with the editing, creating and revising process of program publications
- Assist in organizing graduate preparation workshops for the SRP Cohort
- Work with Graduate Student Mentors (GSM) to design and facilitate excursions in NYC
- Staff Summer Research Program events and programs
- Compile information and resources for the Summer Research Program fellows
- Create, manage and update SRP Facebook Group for SRP fellows and GSM
- Outreach to former SRP participants to build an Alumni Network

Hours/Dates:
5 hours per week
Heyman Center for the Humanities and the Society of Fellows

The GSAS Academic Administrative Fellow will have the opportunity to learn about and assist in promoting the mission of the Society of Fellows and the Heyman Center for the Humanities, especially its public humanities projects.

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.

Depending on interest and aptitude, the GSAS Administrative Fellow at the Heyman Center and Society of Fellows may:

- Research, write, fact-check, copyedit, and proof website copy for the SoF and HCH websites
- Provide administrative and editorial support to the CHCI Medical and Health Humanities website (an HCH public humanities project)
- Assist communications efforts through web-based research and social media
- Research and write working drafts of documents
- Collect data and create databases
- Participate in producing videos for the websites
- Provide event support
- Participate in enhancing the SoF alumni network
- Perform other tasks as needed
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
Institute for Comparative Literature and Society

The Institute for Comparative Literature and Society (ICLS) is looking for a GSAS Fellow to assist with program development and grant writing during the 2015-2016 academic year. ICLS has two projects that the Fellow will focus on in spring 2016: the development of a proposal for an M.A. program in Translation Studies and the grant-writing for our Medical Humanities initiative.

Under the supervision of the Assistant Director, the Fellow will:

- Research and write working drafts of documents, including grant proposals
- Work with online and other databases to enter/sort data
- Provide event/logistical support
- Perform other tasks as needed

It is the intention of ICLS to complete a proposal for the M.A. Program in Translation Studies by the end of the spring 2016 semester. The GSAS Fellow will become familiar with the full scope of preparing such a proposal. Additionally, the GSAS Fellow will assist in the grant-writing efforts for continuing our research program started by a CHCI Mellon seed grant.

Qualifications:

- Strong organizational skills
- Ability to work independently and manage tasks within short deadlines
- Excellent computer skills and knowledge of Microsoft products
- Detail-oriented
- Excellent oral and written communication and interpersonal skills
- Experience in a higher education setting preferred
Miriam and Ira D. Wallach Art Gallery

The Wallach Art Gallery seeks an Administrative Fellow to work approximately 5-10 hours/week beginning in January through mid-May 2015 to assist the gallery with its communications efforts.

This fellowship opportunity will engage the incumbent in the gallery’s enhanced efforts to shape our voice and grow the social footprint of our operation. Reporting to the Associate Director of the gallery, and working together with the professional staff, the Fellow will participate in administering the gallery’s marketing initiatives. He or she will be responsible for executing and administering an initiative to improve the efficiency of the gallery’s direct outreach communications and contribute the maintenance of the gallery’s presence online via our website and varied social media platforms.

Responsibilities:

- Enhance, update, and maintain the gallery’s mailing lists (email and snail mail)
- Prepare a social media inventory and identify opportunities for growth
- Prepare images for online presentation using Adobe Photoshop or other imaging software
- Distill varied content into posts for a variety of social media platforms
- Research the social media presence of other non-profit small galleries, and Columbia-based operations with a public facing program
- Integrate updates to current web content using Adobe Dreamweaver

Requirements:

- Knowledge of Microsoft Word, Microsoft Excel (additional knowledge of Adobe Photoshop, Adobe InDesign, and Google Analytics is preferred but not required)
- Excellent organization, time management, and communication skills
- Detail-oriented and self-driven
- Ability to manage and retain knowledge of multiple overlapping projects with ease
- Demonstrated ability to work both independently and collaboratively
- Strong writing skills in English
- Demonstrated interest in art and art history
- Preference will be given to candidates with a demonstrated experience in the use of social media publishing platforms and analytic tools to distribute content, promote upcoming programs, and engage with audience and/or to candidates with experience in graphic design

About the Wallach Art Gallery:
The Miriam and Ira D. Wallach Art Gallery advances Columbia University’s long-standing tradition of historical, critical and creative engagement in the visual arts. Serving as both a laboratory and forum for exhibitions and public programming connected to the research and production of graduate students, faculty and other campus scholars, The Wallach Art Gallery bridges the diverse interests and approaches to the arts at the University with the broader public. Established in 1986, The Wallach Art Gallery is Columbia University’s premiere visual arts space. The gallery has presented numerous critically acclaimed exhibitions, offered a dynamic range of programs related to its projects, and published catalogues that have made lasting contributions to scholarship.
Postdoctoral Affairs

The Columbia University Office of Postdoctoral Affairs (OPA) has a mission to holistically support and assist Columbia University Postdocs in their professional training and development, as well as to offer in-depth guidance and resources to the Columbia University community on matters pertaining to postdoctoral affairs. OPA carries out this mission, in part, through designing and organizing career and professional development programs for the University’s postdocs.

One area of focus for a subset of these programs is on broadening postdoc exposure to career opportunities, particularly non-faculty career options. National survey data, professional society and government agency reports, and a host of recent scholarly articles document that the majority of postdocs who have completed their training in recent years are not in tenure-track faculty positions, but rather are employed across a wide-spectrum of career sectors. However, career outcome data at the individual University level is lacking, particularly drilled down by discipline.

OPA has a particular interest in collecting data on career outcomes of the University’s postdoctoral alumni, as this data will help inform the design of new career and professional development programming that OPA would organize in the coming years. Dovetailing with the postdoc career outcomes data collection effort, OPA also has a keen interest in building a robust postdoc alumni network. OPA would like to establish this alumni network in order to provide prospective career mentors to the University’s postdocs and create a postdoc recruiting pipeline at the companies and organizations in which these alumni are employed.

The project OPA is proposing for a GSAS Academic Administration Fellow has two main components. The first component of this project is centered on building a postdoc alumni network. The Fellow will reach out to postdocs completing their training to ask them to complete a recently designed OPA exit survey and to join our Postdoc and Postdoc Alumni group on LinkedIn. The exit survey will provide valuable information about career outcomes of our recent postdocs and identify alumni who have interest in serving as career mentors. The Fellow, with guidance from the OPA Director, will also design and launch a video library platform that will be open to postdocs and postdoc alumni and feature OPA videos on a range of career and professional development topics. The video library will be a key incentive for postdoc alumni to join the alumni network.

The second component of the project would entail completing a career outcomes research project, initiated by a GSAS Academic Administration Fellow in fall 2015, on the University’s postdoc alumni who were at the University in 2010. Web-based research and social media are utilized to track career outcomes of postdoc alumni and data is collected in an ACCESS database that has been designed for this project. The Fellow would be able to carry out this portion remotely.
Public Books

The Fellow will have the opportunity to learn about and assist with the editing, production, and promotion of articles for the online review *Public Books* and its associated blog, which together currently attract an average of 15,000 readers. 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 peer publications and help to administer our Facebook, Twitter, and Instagram feeds (under the supervision of the digital strategist)
- Propose topics and works for review, communicate with reviewers, and contribute to the blog (in consultation with the editors in chief and corresponding editor)

Depending on skills and research background, the Fellow may also pursue new initiatives within the organization.
**Undergraduate Student Life – Office of Multicultural Affairs (OMA)**

The Office of Multicultural Affairs is looking for a GSAS Fellow to assist with benchmarking efforts. The Fellow’s primary project will focus on researching and developing a report on undergraduate co-curricular programming and resources focusing on diversity, inclusion, and social justice at peer institutions. The Fellow will also provide additional support to projects focusing on benchmarking bias response protocols as well as undergraduate diversity orientation programs.

The Fellow will:

- Assist in the development of metrics for the benchmarking projects
- Research and compile data among Ivy or Ivy Plus institutions
- Create and maintain relevant databases
- Write draft reports of findings, including best practices
- Support the review of assessment data and help identify any institutional gaps
- Perform other tasks as needed

The compilation report of co-curricular programs and services will serve as a shared resource for the All Ivy Social Justice and Inclusion Consortium, founded by the Office of Multicultural Affairs in 2014. Other benchmarking projects that the Fellow will assist with support Multicultural Affairs’ efforts to identify institutional gaps, develop advocacy points and institutional recommendations, and implement local solutions.

**Qualifications:**

- Strong organization skills
- Excellent written and oral communication and interpersonal skills
- Detail-oriented
- Ability to work independently
- Strong understanding of diversity and social justice issues
- Experience in higher education setting and/or with diversity-related programs and trainings preferred
Weatherhead East Asian Institute

The Weatherhead East Asian Institute is looking for a GSAS Fellow to assist WEAI’s student forum, the Asia Pacific Affairs Council (APAC), with student outreach during the 2015-2016 academic year. In addition, the Fellow will create content about WEAI academic programming and events in accordance with Title VI’s prerogative to broaden public education on East Asia.

The Fellow will:

- Recruit student participants and volunteers for WEAI core programming
- Organize student programming such as career/internship panels featuring WEAI alumni
- Liaise with faculty and staff across Columbia University campus to develop content for WEAI events
- Coordinate travel, logistical, and financial arrangements with various Columbia University offices
- Report on WEAI academic programming and events
- Review and produce content for WEAI’s website and social media platforms
- Perform other tasks as needed

Working with APAC to enhance WEAI’s profile on campus, the GSAS Fellow will gain hands-on student affairs experience while producing content for WEAI’s website, Asia for Everyone web portal, and bi-annual magazine, *The Reed*.

Qualifications:

- Excellent oral and written communication skills
- Strong writing and analytical skills
- Ability to work independently and manage tasks within short deadlines
- Detail-oriented with fast turnaround on projects
- Experience in data collection and grants reporting preferred
- Excellent computer skills and knowledge of Microsoft products; knowledge of InDesign and Raiser’s Edge preferred
- Knowledge or experience in East Asia preferred but not necessary
Work/Life

Columbia University’s Office of Work/Life fosters the well-being of the Columbia community and its people in their pursuit of meaningful and productive academic, personal and work lives. It consists of the following programs and services: School and Child Care Search Service, Housing Information and Referral Service, Faculty Spouse/Partner Dual Career Service, Breastfeeding Support Program, Back-Up Care Program, and Wellness Program. Please see the Work/Life website (http://worklife.columbia.edu) for more information on these programs and services as well as additional information and resources on the covered topics.

Understanding the ways the form and content of a website supports programming, how changing faculty and staff demographics (aging population) affects faculty/staff work and productivity, learning about the process of recruitment and matching applicants to an open position, and being aware of what peer institutions are doing for their faculty, staff, and students to maintain a competitive edge for recruitment and retention, are all important activities required for a career in higher education administration. Fellows may choose from the following areas:

Website:
An integral element in the administrative functioning of Columbia’s Office of Work/Life is maintaining a website that allows the Columbia community to easily navigate and understand the programs, services, and benefits that are available to them, as well as to find relevant topical information about work/life issues. This administrative responsibility helps the office to provide the best possible service to the University.

The Office of Work/Life website has been recognized as being an excellent website by the College and University Work/Life/Family Association. Despite excellent feedback from Columbia users to date, there are improvements that can be made to the site, such as:

- Reorganizing the Wellness section to be topical
- Providing analysis on where parenting information and resources and some miscellaneous topics could be added
- Conducting an overall review of structure, as many pages have been added since the original site design

Aging:
The topic of the aging population has arisen from numerous perspectives: health and wellness, elder care, caregiving (for children, adults, elders), housing, IT, finances, and lifelong learning, to name a few key areas. The Office of Work/Life is interested in exploring this topic further and possibly expanding the current information and resources that are available online. This exploration involves:

- Defining the scope of the issue
- Benchmarking other employers and universities regarding targeted programs, policies, and benefits
- Participating in program development discussions
Recruitment:
Recruitment of administrators who are committed to Columbia University’s mission of education and research is critical to ensuring that all faculty and staff have highly functioning operations. The Director of Recruitment in CUHR, who also serves in the Office of Work/Life Faculty Spouse/Partner Dual Career Service, is engaged by schools and departments to manage searches for mid-level and senior level administrators. The Graduate Fellow could assist in the screening of résumé and matching with the needs of the hiring unit. He/she could also track metrics to seek out trends that would then lead to sharing of talent throughout the University.