

Internship Details

College or University: Columbia University

Office: Undergraduate Student Life

Internship Position Title: Graduate Assistant, Student Engagement

Hours per Week: 15

Remuneration for Full Academic Year: \$22/hr, 20hrs/wk for 30 wks = \$13,200

Internship Start Date: Tuesday, August 27th, 2024

Internship End Date: Monday, May 5th, 2025

Can this internship be done remotely? (state yes or no) no

Does the posting depend on funding decisions that will be made later in the year (state yes or no):

Supervisor Details

Supervisor Name/s: Noah Mullenix

Supervisor Title: Assistant Director of Student Engagement

Supervisor Phone: (212) 853-0713

Supervisor E-mail: nm3360@columbia.edu

Supervisor Office Location: Lerner Hall – 2920 Broadway, NY, NY 10027

Department Website: [Student Engagement | Columbia College and Columbia Engineering](#)

Information for Individuals Students Should Send Application To

Name 1: Noah Mullenix

E-mail 1: nm3360@columbia.edu

Job Description and Duties:

Title:	Graduate Assistant, Student Engagement Undergraduate Student Life, Columbia College and Columbia Engineering
Reports To:	Noah Mullenix, Assistant Director of Student Engagement nm3360@columbia.edu (o). (212) 853-0713
Compensation:	\$22.00 an hour to be disbursed bi-weekly The Graduate Assistants are expected to work 20 hours per week for 15 weeks each semester, including some nights and weekends. Schedules must be approved by the supervisor within the first two weeks of employment. Schedules will be posted on or around workstation.
Number of Open Positions:	1
Start Date:	August 2024 (tent. Tuesday, August 27 th , 2024)
End Date:	May 2025 (tent. Monday, May 5 th , 2025)

Work Type: In-Person

This position does not depend on budget decisions that will be made later.

General Position Description

The Graduate Assistants (GAs) for Student Engagement within Undergraduate Student Life (USL) support Columbia College and Columbia Engineering students and work across the unit. Programming efforts include planning events, reserving spaces, marketing and outreach efforts and attending staff meetings. GAs may work closely with students from Barnard College and/or the School of General Studies. Work hours will be scheduled between 9:00 a.m.-5:00 p.m. Monday through Friday and attending a bi-weekly advisers meeting on Wednesdays from 9:30 – 11:00 a.m. is required.

- Adviser for up to 20 student organizations
- Support the Leadership and Excellence Awards Committee
- Support student organization advising operations
- Provide additional support to Student Engagement staff as needed
- Other duties as assigned

Program Development and/or Support

Assist with the planning of various initiatives to provide educational, cultural, leadership, civic engagement, and community programming. Contribute to the research, creation and implementation of program models and support related marketing and outreach efforts for assigned initiatives. Serve on various work teams to provide support to the Student Engagement as needed and strive to promote the mission, vision, and values. Weekend and evening hours are at times required, depending on the projects and programs assigned.

Minimum Level of Job Experience:

Ideal candidates have some experience in program development, event planning and group facilitation. Candidates should also have a strong work ethic, good interpersonal and organizational skills. Additional experiences in student activities, program and event management, civic engagement, and leadership development are preferred.

Frequency and scope of supervision:

Regularly scheduled staff meetings and one-on-one meetings with supervisor are expected. GAs provide Student Engagement staff with updates on projects or responsibilities. Meetings with the supervisor include establishing expectations, developing personal and professional goals for both the semester and the year, giving/receiving feedback about job responsibilities and experiences. GAs may support programs across Student Engagement. Attendance at adviser meetings are required. GAs provide agendas for all one-on-one meetings with their supervisor and provide updates as appropriate.

Contact both within and outside the campus:

Relationships with Undergraduate Student Life staff, other campus partners.

To apply:

Please send resume and cover letter to Noah Mullenix (nm3360@columbia.edu)

Additional Information: N/A