

**Internship Details**

College or University: Teachers College, Columbia University

Office: Office of International Students & Scholars

Internship Position Title: Administrative Fellow

Hours per Week: 15-17

Remuneration for Full Academic Year: \$18 per hour + partial tuition exemption

Internship Start Date: 9/3/2024

Internship End Date: 5/12/2025

Can this internship be done remotely? No.

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

**Supervisor Details**

Supervisor Name/s: Allison Payne

Supervisor Title: International Student Coordinator

Supervisor Phone: 212-678-3939

Supervisor E-mail: [atp2145@tc.columbia.edu](mailto:atp2145@tc.columbia.edu)

Supervisor Office Location: 186 Grace Dodge Hall

Department Website: [tc.columbia.edu/international](http://tc.columbia.edu/international)

**Information for Individuals Students Should Send Application To**

Name 1: Allison Payne

E-mail 1: [tcintl@tc.columbia.edu](mailto:tcintl@tc.columbia.edu)

**Job Description and Duties:****Posting Summary:**

The Office of International Students and Scholars is hiring an Administrative Fellow for the upcoming academic year 2024-2025.

**Job Summary/Basic Function:**

Under the guidance of the International Student Coordinator, the Administrative Fellow will play an integral role in the planning and implementing of social/cultural programs and events throughout the academic year for the TC international community.

In addition to event programming duties, the incumbent will provide administrative support to our busy student support office. This will include greeting and assisting visitors, answering phones, and other administrative tasks as assigned.

**Minimum Qualifications:**

- Must be a currently enrolled TC graduate student and be familiar with TC campus and culture
- Possess clear verbal and written skills
- Strong organizational skills with attention to detail
- Willingness to learn and grow

**Preferred Qualifications:**

- Interest in international educational exchange as a profession;
- Previous experience in higher education institutions preferred;
- Event programming experience preferred;
- Excellent cross-cultural communication skills;
- Knowledge of Microsoft Office Suite, social media, and Canva

**Additional Information:**