

INTERNSHIP DETAILS

College, University or Organization: Columbia Business School

Office: Office of Student Affairs

Internship Position Title: Student Affairs GA

Hours per Week: 20

Remuneration for Full Academic Year: \$18an hour, 20 hours per week

Internship Start Date: Monday, August 12, 2024

Internship End Date: Monday, May 19, 2025, with an opportunity to renew for next year

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: Stella Pandis

Supervisor Title: Assistant Director of Student Life

Supervisor Phone: (212) 853-8733

Supervisor E-mail: sp3995@gsb.columbia.edu

Supervisor Office Location: Geffen Hall, Room 370 (Manhattanville Campus)

Department Website: <https://students.business.columbia.edu/office-of-student-affairs/office-student-affairs-team>

INFORMATION FOR INDIVIDUALS STUDENTS SHOULD SEND APPLICATION TO

Name 1: Stella Pandis

E-mail 1: sp3995@gsb.columbia.edu

Name 2: Rachel Shapiro

E-mail 2: ras2320@gsb.columbia.edu

JOB DESCRIPTION AND DUTIES

This position will support the Columbia Business School Office of Student Affairs (OSA). The Office of Student Affairs at CBS supports the academic and community experience for 1800 full-time MBA students. The Office of Student Affairs is committed to creating an inclusive environment in which all students feel a sense of belonging, agency and partnership in co-creating their optimal MBA experience. The Office of Student Affairs is composed of two teams that work collaboratively to enhance the MBA experience: Academic Advising & Success Team and the Student Life & Engagement Team.

Our Graduate Assistant (GA) will be offered the exciting opportunity to collaborate with a dynamic team of professionals to facilitate departmental and student led initiatives that support student engagement, especially as it relates to their academic success, community involvement, and well-being.

The Student Affairs GA, with oversight from Assistant Director of Student Life and extended OSA team, will work to develop and enhance the experience of all new and current MBA students.

As a member of the Office of Student Affairs, our GA will work cross functionally with the Student Life and Academic teams to provide best in-class programming.

In addition, our GA will liaise with internal and external partners including Operations, University Event Management, the Financial Planning Office, the Dean's Office, Human Resources and approved University vendors for event management, financial administration, operational needs, etc.

Additional Responsibilities include assisting staff with programming, including: MBA Orientation, CBS Recognition Ceremony, Club Day, Student Leader Trainings, and student sponsored events. The GA may also assist with competitive analysis, research, data entry, greeting visitors, and more.

ADDITIONAL INFORMATION

Applicant must have superior interpersonal, organization, and communication skills along with the ability to work in a fast paced, high stakes atmosphere while balancing multiple, competing priorities. Candidate must be a proactive problem solver with the ability to work independently and collaboratively in a diverse and inclusive team and student environment. The position requires a professional demeanor. Computer proficiency in word processing and comfort with database management, Adobe Suite, Excel, Campus Groups, Canvas and other programs are preferred.

TASKS MAY INCLUDE BUT ARE NOT LIMITED TO:

- Support the planning, execution, and evaluation of signature programs throughout the year, including: Orientation (twice annually), Recognition, Club Day, the Mendelson Center Lunch, and other ad-hoc events.
- Execute the NYC Outing student life immersion program.
- Support the Mendelson Center's Director in answering questions for undergraduate students.
- Contribute to administrative projects related to room booking, club activity, space allocation and general office operations.
- Assist the Student Life and Engagement and Academic teams with communication enhancements and updates to current systems and platforms.
- Support the Office of Student Affairs team in creating social media content for Instagram.
- Conduct research as various projects surface, contributing to initiatives improving the MBA student experience.
- Creation of events and surveys through Campus Groups, Qualtrics and other online platforms.