

### **Internship Details**

College or University: Columbia University

Office: University Life

Internship Position Title: Graduate Assistant for Student Life, Diversity, Equity, & Inclusion

Hours per Week: 20

Remuneration for Full Academic Year: \$21 per hour

Internship Start Date: August 2024

Internship End Date: May 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: Jennifer Hasstrup

Supervisor Title: Program Manager, Student Life Inclusion & Belonging

Supervisor Phone: 212-854-9714

Supervisor E-mail: [jh4818@columbia.edu](mailto:jh4818@columbia.edu)

Supervisor Office Location: Kent 202

Department Website: <https://universitylife.columbia.edu/>

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

Name 1: Jennifer Haastrup

E-mail 1: [jh4818@columbia.edu](mailto:jh4818@columbia.edu)

Name 2: Stephanie Busch

E-mail 2: [sb4378@columbia.edu](mailto:sb4378@columbia.edu)

Name 3: Niko Crawford

E-mail 3: [nrc2136@columbia.edu](mailto:nrc2136@columbia.edu)

### **Job Description and Duties:**

#### **Responsibilities:**

- Inclusion & Belonging - Assist in programming and initiatives that focus on themes of inclusion and belonging such as the Campus Conversations, The Graduate Initiative, the Social Justice Mini-Grant Program, Success Workshops and various committees.
- Student Events - Staff and help plan University Life events focused on Inclusion & Belonging; and supporting full-time staff at signature events such as Awakening Our Democracy and Low Lounge.
- Data Management - Assist with basic data management such as student list management, creating simple data reports, cleaning up data from surveys, etc.
- Club/Student Advising - Serve as direct advisor for various student groups housed under the Inter-School Governing Board.
- Marketing & Media - Create promotional flyers and materials, event

descriptions, registration links and work closely with the communications team within the office.

**Additional Information:**