



COLUMBIA FINANCIAL AID & EDUCATIONAL FINANCING

Internship Details

College or University: Columbia University (undergraduate: Columbia College & The Fu Foundation School of Engineering & Applied Science)

Office: Office of Financial Aid & Educational Financing

Internship Position Title: Graduate Intern for Financial Aid

Hours per Week: 15-20 week

Remuneration for Full Academic Year: ~\$10,000/academic year; paid hourly wage \$18.00/hour

Internship Start Date: September 3, 2024 (can start before semester begins, in mid-August)

Internship End Date: May 16, 2025 (can extend for summer work, if desired)

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: Erica L. James

Supervisor Title: Director of Financial Aid Systems and Data

Supervisor Phone: (212) 851-7314

Supervisor E-mail: elj2127@columbia.edu

Supervisor Office Location: 618 Lerner Hall, Morningside Campus

Department Website:

<http://cc-seas.financialaid.columbia.edu/>

Information for Individuals Students Should Send Application To

Name 1: Erica L James

E-mail 1: elj2127@columbia.edu

Name 2:

E-mail 2:

Name 3:

E-mail 3:

Job Description and Duties:

The Office of Financial Aid & Educational Financing advises all undergraduate students/families in Columbia College and The Fu Foundation School of Engineering who apply for and/or receive need-based financial aid. The Graduate Intern will be involved in all aspects of the Financial Aid Office and will be expected to contribute to the Office's efforts in recruiting and retaining the economically-diverse student population of Columbia University. Columbia has one of the most generous need-based financial aid programs in the world. We do not want the cost of attending Columbia to be a barrier to any student applying for or enrolling in college.

The graduate assistant will work closely with the senior staff of the Office to support the advising of prospective students and their families, the counseling of admitted and enrolled students/families and the troubleshooting of student accounts. The position will give the graduate assistant significant experience behind the scenes, as well as interacting with students and parents, and student affairs administrators and other offices at Columbia.

Position responsibilities are:

- Read and evaluate financial aid files for Early Decision, Regular Decision, Opportunity Programs, Job Loss Re-Evaluation, Combined Plan, Transfer, Waitlist, and Early Athletic recruitment. *****Full Training provided***.**
- Assist with publications, website and other ongoing projects (recruitment brochures, financial literacy, policies and procedures manual updates, audits, etc.).

- Assist with on-campus financial aid presentations and local off-campus recruitment programs (presentations for high school and/or community based organizations, college fairs, etc.).
- Assist with all major campus events and programs (Engineering Open House, Days on Campus, Students of Color Open House, Perspectives of Color Weekend, etc.)
- As needed: phone calls, emails and staffing the reception area of the office to assist visitors (current students, prospective students and families). Counsel and advise prospective students and their families on the financial aid application and college search processes.

Extensive training will be provided in Federal and Institutional Methodology (FM/IM) as well as counseling families on basic financial literacy and financing options. The Graduate Intern will be fully trained and become proficient in the following database applications: College Board's Powerfaids (financial aid needs-analysis), Columbia's Student Services Online/SSOL (student billing statements and awards), Student Information System/SIS, On Base (scanned document processing and storage) and DRUPAL (web editing).

Additional Information:

Qualifications: This position requires that the individually applying to this position be planning to and/or currently enrolled in a Graduate Program at Teacher's College. The position requires strong organizational and communication skills, both written and verbal. Quantitative and analytical skills highly desired. **PLEASE NOTE: Applicants need not have majored in a quantitative subject as an undergraduate;** the current staff of financial aid professionals majored in a wide variety of subject areas, including accounting, business, art history, dance, economics, English, human development, political science, pre-law, psychology, technical management and theatre.

Career Preparation: The graduate assistant will be prepared for an **entry level position in student affairs, particularly in the area of financial aid** (which generally requires significant training and/or experience). The financial aid experience gained in this internship will also translate into relevant skill sets for work in **Admissions, student support** (Registrar, Bursar Office etc.) and **secondary school guidance/ college preparatory counseling**.

Congratulations on your admission to Teacher's College! We look forward to reviewing your application.

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