

## **Internship Details**

College or University: Columbia University

Office: Undergraduate Admissions Office

Internship Position Title: Graduate Admissions Assistant

Hours per Week: 20 hours/week

Remuneration for Full Academic Year: Up to 20hrs/week at \$17/hr. \$11,000 approximately total.

Internship Start Date: 1<sup>st</sup> week of September, 2023

Internship End Date: 1<sup>st</sup> week of May, 2024

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): No**

## **Supervisor Details**

Supervisor Name/s: Whitney Green

Supervisor Title: Director of International Admissions and Strategic Initiatives

Supervisor Phone: 212-854-8250

Supervisor E-mail: [wrg2103@columbia.edu](mailto:wrg2103@columbia.edu)

Supervisor Office Location: 212 Hamilton Hall

Department Website: <https://undergrad.admissions.columbia.edu/>

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

Name 1: Whitney Green

E-mail 1: [wrg2103@columbia.edu](mailto:wrg2103@columbia.edu)

Name 2: Olivia Witting

E-mail 2: [ow2163@columbia.edu](mailto:ow2163@columbia.edu)

Name 3:

E-mail 3:

## **Job Description and Duties:**

### **Position Summary**

Under the guidance of senior members of the Undergraduate Admissions Office, the Graduate Admissions Assistant (GA) is a 20 hour per-week position. The GA will be responsible for evaluating approximately 250 - 400 applications per recruitment cycle; responsibilities include calls, correspondence, visitations, and admissions recommendations; makes critical judgments, presents arguments recommending admissions decisions to the Admissions Committee; counsels candidates and their parents on admissions and curricular choices. The Graduate Admissions Assistant will be exposed to all of the various functions and activities performed in the Office and will be expected to contribute to the Office's efforts in recruiting and selecting the most outstanding candidates for admission to Columbia University. This position is ideally for someone currently pursuing a graduate degree in education or a related discipline.

### **Responsibilities**

- To conduct information sessions for prospective students and their families.

- To review, evaluate, and present applications for first-year, visitors, and transfer admission.
- To counsel and advise prospective students and their families on the admissions selection, college search and application process.
- To assist in the staffing of the Office's front desk and reception area (i.e. answering phone calls from prospective students/parents, meeting and greeting visitors, stocking materials/publications, etc.) while serving as Officer of the Day.
- To assist in the answering of email requests/questions from prospective students.
- To assist with local off-campus recruitment programs (high school visits, college fairs, etc.) in the quad state area (New York, New Jersey, Connecticut, Pennsylvania).
- To assist with on-campus events including campus tours, yield events and open houses.
- Work outside of standard working hours may be required in busy seasons.
- To perform other admissions-related duties as assigned.

#### **Minimum Qualifications**

- Bachelor's degree or equivalent required.
- Excellent interpersonal skills required.
- Ability to communicate effectively orally and in writing.
- A valid driver's license and a willingness to travel is strongly preferred.

#### **Additional Information:**

##### **Payment**

- The Graduate Admissions Assistant will be paid an hourly wage of \$17 per hour on payroll on a bi-weekly basis. We offer the opportunity to work up to 20 hours a week through the duration of the academic year (September - May), which equates to roughly \$11,000 total pre-tax.