

Internship Details

College or University: Columbia University

Office: University Life

Internship Position Title: Graduate Assistant, First-Year Experience

Hours per Week: 20hrs

Remuneration for Full Academic Year: \$21.00/hr

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): Yes

Supervisor Details

Supervisor Name/s: Niko Crawford

Supervisor Title: First Year Experience Coordinator

Supervisor Phone: (212) 853-2158

Supervisor E-mail: nrc2136@columbia.edu

Supervisor Office Location: Kent Hall 202

Department Website: universitylife.columbia.edu

Information for Individuals Students Should Send Application To

Name 1: Niko Crawford

E-mail 1: nrc2136@columbia.edu

Name 1: Stephanie Busch

E-mail 1: sb4378@columbia.edu

Name 2: Jennifer Haastrup

E-mail 2: jh4818@columbia.edu

Job Description and Duties:

Columbia University

University Life

Graduate Assistant, First-Year Experience

Student Worker, \$21/hour for 20 hours per week

Position Summary

University Life was created to develop and enhance the student experience at Columbia

University. Working in collaboration with students, faculty, and staff, University Life focuses on enhancing the student experience by strengthening resources, policies, and conversations, and building community outside of the classroom. Our efforts all connect to core values for the Columbia community:

- Inclusion and Belonging

- Health and Well-being
- Sexual Respect
- Community Citizenship

University Life is a central division that works with Columbia's 17 schools and colleges and serves as a student life hub. We are committed to promoting a diverse and inclusive campus culture where students can thrive in all dimensions of their lives. We focus on connecting students to each other, to the broader University and surrounding community, and to opportunities beyond their schools.

Responsibilities:

Working closely with University Life's First Year Experience Coordinator and other members of the Student Life team, the Graduate Assistant (GA) will work on several key projects including the University-wide programs and requirements, **Pre-Orientation** and **the Community Citizenship Initiative** (and other duties as assigned).

- **Communication** - Assist with managing student inquiries through our communication channels (i.e. group emails, Canvas inbox, phone calls).
- **Data Management** - Assist with basic data management such as student list management, creating simple data reports, cleaning up data from surveys, etc.
- **Student Events** - Staff and help plan University Life events focused on Inclusion & Belonging and Sexual Respect for the Community Citizenship Initiative (CCI); and support full-time staff at signature events such as Awakening Our Democracy and Low Lounge.
- **Orientation and Welcome Home Columbia** - Support the First Year Experience Coordinator at school orientations and resource fairs. Additional opportunities to plan your own events or support other CCI and Welcome Home Columbia programming will be available as capacity permits.
- **Marketing & Media** - Create promotional flyers, event descriptions, and work closely with the University Life Communications team on all marketing materials.
- **Club/Student Advising** - Serve as the direct advisor for various identity, cultural and religious student groups housed under the Inter-School Governing Board (IGB).

Minimum Requirements:

- Applicants must be currently enrolled graduate students in the New York area.
- Candidates must be in good academic and disciplinary standing with their institution.

- GAs may also be called upon to support other projects across the office as needed. We are looking for candidates that are flexible, creative, and have the ability to work both independently and in groups.
- Ideal candidates will have experience/interest in, and/or be studying higher education or related field (interest in DEIB and sexual assault prevention is a plus).

Preferred Qualifications and Skills:

- Basic knowledge of Google Sheets/Excel.
- Experience with student/client-facing email and phone communications.
- Experience using Canva (or other basic graphic design skills) is a plus.
- Experience using Qualtrics or other data collection tools is a plus.

Compensation, Schedule, and Employment Period

- GAs will be paid \$21/hour for approximately 20 hours per week throughout the academic year.
- Must be available to work in-person at the office, however a hybrid schedule is possible based on office needs and GA availability.
- The Assistantship will run from August 2024 through May 2025, with the possibility to start earlier and/or extend to the summer and the following year.

Not sure you meet all qualifications? Let us decide! Research shows that members of under-recognized groups tend not to apply to jobs when they think they may not meet every qualification, when, in fact, they often do! We are committed to creating a diverse and inclusive environment and strongly encourage you to apply.