

## **INTERNSHIP DETAILS**

**College, University or Organization:** Columbia Business School

**Office:** Office of Student Affairs

**Internship Position Title:** Graduate Assistant

**Hours per Week:** 20

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

**Internship Start Date:** Monday, August 11, 2025, with an opportunity to start earlier

**Internship End Date:** Monday, May 18, 2026, 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:** Associate Director of Programs & Events

**Supervisor Phone:** (212) 853-8733

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

**Supervisor Office Location:** Geffen Hall, Room 480 (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 MBA, EMBA, and MS 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 CBS experience. The Office of Student Affairs is composed of four teams that work collaboratively to enhance the student experience: (1) Academic Advising & Success Team, (2) Student Life & Engagement Team, (3) Programs & Events, and (4) Operations.

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 Associate Director of Programs & Events 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, Programs & Events, and Academic teams to provide best in-class programming.

In addition, our GA will liaise with internal and external partners including Operations, University Events 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: Orientation, CBS Recognition Ceremony, Club Day, Student Leader Trainings, student sponsored events, and ad-hoc 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.

The applicant must be available to attend both MBA Orientations:

- Monday, August 19, 2025- Thursday, August 22, 2025
- Monday, January 12, 2026- Thursday, January 15, 2026

### **TASKS MAY INCLUDE BUT ARE NOT LIMITED TO:**

- Support the planning, execution, and evaluation of signature programs throughout the year, including: Orientation, 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 Programs & Events, Student Life & 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 CBS student experience.
- Creation of events and surveys through Campus Groups, Qualtrics and other online platforms.