

Internship Details

College or University: Columbia College

Office: Undergraduate Admissions/Visitors Center

Internship Position Title: Visitors Center Graduate Assistant

Hours per Week: Academic Year 20 hours per week

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

Internship Start Date: 1st week of September 2025

Internship End Date: 1st Week of May 2026

Can this internship be done remotely? 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: Chelsea Cicero-Franco

Supervisor Title: Associate Director, Visitor Relations

Supervisor Phone: 212-854-4902

Supervisor E-mail: cnc2162@columbia.edu

Supervisor Office Location: Uris 113

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

Information for Individuals Students Should Send Application To:

Name 1: Chelsea Cicero-Franco

E-mail 1: cnc2162@columbia.edu

Name 2: Jack Hein

E-mail 2: jh4498@columbia.edu

Job Description and Duties:

The Graduate Assistant for the Columbia University Visitors Center is responsible in assistance of the strategic and operational coordination of the Columbia University Visitors Center. This role closely works on Undergraduate Admissions initiatives in the coordination and management of high-school student visits. This role also works closely with the Columbia Campus Community at large with the coordination of all visitor groups through the Columbia Visitors Center; including graduate students, non-traditional students, and campus constituencies. This candidate should possess a flexible and can-do attitude, enjoy working with different populations of prospective students and their families, desire to build relationships with external campus constituencies, and have a desire to continue in a career in higher education.

Responsibilities:

- Coordination of high school and group visit requests; including communication with group lead and coordinating tour guide assignment
- Assist in the management of student workers/student tour guides; this includes overseeing weekly schedules and assisting in training
- Manage high volume of guests and large groups to ensure successful tour check in and send off
- Oversee the Visitors Center front desk, including operating the Visitors Center multi-line phone system
- Coordinate student information session program; including training of student presenters, shadowing program, and schedule management
- Support Student Q&A Panel management; including training and student schedule
- Support departmental email account consisting of inquiries related to campus visits and general admissions inquiries
- Attend weekly staff meetings
- Assist with Admissions Office administrative tasks or duties as needed

Additional Information:**Minimum Qualifications**

- Bachelor's degree or equivalent required.
- Excellent interpersonal skills required.
- Ability to communicate effectively orally and in writing.

Payment

The Visitors Center is open Monday-Friday 9am-5pm and select Saturdays 11am-1pm for campus tours. The Visitors Center Graduate 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.