

Internship Details

College or University: Columbia University

Office: Industrial Engineering & Operations Research (IEOR Department)

Internship Position Title: Career Services Intern

Hours per Week: 20

Remuneration for Full Academic Year: \$18 per hour

Internship Start Date: September 2025

Internship End Date: The end date corresponds with the academic calendar year, with the potential to continue into the following semester.

Can this internship be done remotely? (state yes or **no**)

Does the posting depend on funding decisions that will be made later in the year (state yes or **no):**

Supervisor Details

Supervisor Name/s: David Fitzgerald

Supervisor Title: Assistant Director

Supervisor Phone:

Supervisor E-mail: df2774@columbia.edu

Supervisor Office Location: 311 Mudd

Department Website: <https://ieor.columbia.edu/>

Information for Individuals Students Should Send Application To

Name 1: David Fitzgerald

E-mail 1: df2774@columbia.edu

Name 2: Lucy Mahbub

E-mail 2: lam2308@columbia.edu

Name 3:

E-mail 3:

Job Description and Duties:

Position Description

This administrative support role is ideal for someone passionate about higher education, career services, and event management. The selected candidate will support the team in the following areas:

Career Support

- Create and post job descriptions in VMock on behalf of CPOs.
- Create and post employer and alumni event information in VMock and Campus Groups tools.
- Edit resumes and cover letters.

- Conduct and evaluate mock interviews, both in person and online.
- Collect and organize student and employer data using survey tools, Excel, Google Suite, and other data management tools.

Event Support

- Create event invitations, marketing materials, and registration links; monitor check-in and attendance using Columbia systems.
- Submit facilities requests and coordinate catering.
- Build swag bags for employers.
- Create name tags for special events.
- Assist with event setup and cleanup.
- Restock snacks and drinks as needed.

Department Support

- Facilitate departmental front desk coverage, in tandem with another intern, by responding to student and visitor inquiries in person or by phone.

Additional Information:

Group Description

The IEOR Career Management Team supports over 1,000 graduate students with career development and placement. We also plan informational and recruiting events with hundreds of employers across industries like finance, tech, and consulting.