

**Columbia University Undergraduate Student Life  
Student Engagement  
Graduate Assistants  
2025-2026**

**Title:** **Graduate Assistant, Student Engagement**  
Undergraduate Student Life, Columbia College and Columbia Engineering

**Reports To:** Julia Dooley, Assistant Director of Student Engagement  
jbd2140@columbia.edu | office line: 212-854-1371

**Compensation:** \$22.00 an hour to be disbursed bi-weekly.

The Graduate Assistants are expected to work 20 hours per week for 15 weeks each semester, including some nights and weekends. Schedules must be approved by the supervisor within the first two weeks of employment. Schedules will be posted on or around the workstation.

**Number of Positions Open:** 1

**Start Date:** September 2025 through May 2026 (exact start and end dates flexible)

**Work Type:** In-Person

**This position does **not** depend on budget decisions that will be made later.**

**General Position Description**

The Graduate Assistants (GAs) for Student Engagement within Undergraduate Student Life (USL) support Columbia College and Columbia Engineering students and work across the unit. Programming efforts include planning events, reserving spaces, marketing and outreach efforts and attending staff meetings. GAs may work closely with students from Barnard College and/or the School of General Studies. Work hours will be scheduled between 9:00 a.m.-5:00 p.m. Monday through Friday and attending a bi-weekly advisers meeting on Wednesdays from 9:30 – 11:00 a.m. is required.

- Adviser for up to 20 student organizations
- Support the Leadership and Excellence Awards Committee
- Support the Columbia College (CC) Dean Travel Fund
- Assist Student Engagement staff in maintaining Black Box theater
- Provide additional support to Student Engagement staff as needed

**Program Development and/or Support**

Assist with the planning of various initiatives to provide educational, cultural, leadership, civic engagement, and community programming. Contribute to the research, creation and implementation of program models and support related marketing and outreach efforts for assigned initiatives. Serve on various work teams to provide

support to the Student Engagement as needed and strive to promote the mission, vision, and values. Weekend and evening hours are at times required, depending on the projects and programs assigned.

**Minimum level of job experience:**

Ideal candidates have some experience in program development, event planning and group facilitation. Candidates should also have a strong work ethic, good interpersonal and organizational skills. Additional experiences in student activities, program and event management, civic engagement, and leadership development are preferred.

**Frequency and scope of supervision:**

Regularly scheduled staff meetings and one-on-one meetings with supervisor are expected. GAs provide Student Engagement staff with updates on projects or responsibilities. Meetings with the supervisor include establishing expectations, developing personal and professional goals for both the semester and the year, giving/receiving feedback about job responsibilities and experiences. GAs may support programs across Student Engagement. Attendance at adviser meetings are required. GAs provide agendas for all one-on-one meetings with their supervisor and provide updates as appropriate.

**Contact both within and outside the campus:**

Relationships with Undergraduate Student Life staff, other campus partners.

To apply:

Please send resume and cover letter to Nestor Hernandez (nh2603@columbia.edu) and Julia Dooley (jbd2140@columbia.edu)