

Internship Details

College or University: Teachers College, Columbia University

Office: Graduate Student Life and Development

Internship Position Title: Administrative Fellow, Student Development

Hours per Week: 15-20

Remuneration for Full Academic Year: \$11,520 + 3 tuition points per semester

Internship Start Date: 8/4/2025

Internship End Date: 5/8/2025, with pending renewal for next academic year

Can this internship be done remotely?: No

Depend on funding decisions that will be made later in the year: No

Supervisor Details

Supervisor Name/s: Alana Crosby

Supervisor Title: Senior Associate Director, Student Development

Supervisor Phone: 212-678-3697

Supervisor E-mail: akc2176@tc.columbia.edu

Supervisor Office Location: Rm. 155, 528 Building

Department Website: tc.edu/gslld

Information for Individuals Students Should Send Application To

Name 1: Alana Crosby

E-mail 1: gslld@tc.columbia.edu

Job Description and Duties:

Position Title: Administrative Fellow, Student Development

Division: Graduate Student Life and Development, Student Affairs

Teachers College, Columbia University

Posting Summary:

The Office of Graduate Student Life and Development (GSLD) at Teachers College, Columbia University is seeking an Administrative Fellow who will be supporting the Senior Associate Director of GSLD in advising student organizations, developing and overseeing student engagement programs, and helping with office initiatives.

Job Summary:

Reporting to the Senior Associate Director of GSLD, the Administrative Fellow is an active member of the GSLD team and is primarily responsible for advising student organizations, planning select events, and contributing to the success of office initiatives. The Administrative Fellow will provide a student perspective in our office's student engagement opportunities.

GSLD at Teachers College supports the academic and community experience for over 5,000 graduate students. GSLD is committed to creating an inclusive environment in which all students feel a sense of belonging, agency, and partnership. This begins with their first

day at orientation and continues throughout their time at TC through student organization involvement, academic and community engagement, campus-wide programs, and other aspects of student life.

The Administrative Fellow role will work with the team in GSLD that focuses on supporting students in building community at the College. This team provides programming and initiatives that allow students to connect with each other and engage in concepts outside of the classroom. Specific areas of focus include: Student Organization advisement, Graduate Student Appreciation Week, Student Life Ambassador program, Family Day, and the Provost's Student Excellence Awards.

This role is required to work in-person, 20 hrs/week, with no hybrid option. Staff are expected to work within a 9am-5pm schedule, with the possibility of evenings and weekends as needed.

Student Organization Advisement (50%)

- Advises up to 15 student organizations by holding regular meetings with Student Organization Representatives and guiding their event planning process
- Support Student Organization Representatives with group dynamics, recruitment, retention, leadership team transitions, and faculty advisor relationship building
- Facilitate trainings for all Student Organization Representatives throughout the academic year
- Develop and lead meetings and events for Student Organization Representatives to discuss collaboration opportunities and build community with each other
- Attend student organization events on a consistent basis

Event Programming, Management, and Assessment (30%)

- Plan and facilitate the Community Programming Series, a year-long program catered to providing community-building opportunities for populations such as online students, commuting students, part-time students, older students, and students who work full-time.
- Oversee the logistics of the Commuter Student Locker Program
- Collaborate on the planning process of the spring semester Student & Alumni Mixer with the Office of Alumni Relations
- Support programming for students who are parents including graduation stole distribution and family outings in NYC
- Communicate with local vendors, campus services, and stakeholders to establish relationships around events, supply orders, budgets, and on-site management
- Collaborate with other college staff in the delivery of campus-wide programs
- Execute marketing plan related to programming initiatives, student events, and resources available including flyers, social media graphics, and email announcements

Administrative (percentage 15%)

- Attends weekly 1:1 meetings with direct supervisor, weekly team meetings, and weekly GSLD staff meetings

- Support Senior Associate Director with data gathering to identify best practices to support graduate students at varying levels and to evaluate event/program success
- Support Senior Associate Director with other initiative-based needs as requested including staffing GSLD and college-wide programs
- Serve on office or institutional committees as appointed by the Senior Associate Director
- Assist with office initiatives including Graduate Student Appreciation Week, the Provost's Student Excellence Awards, Family Day, and New Student Orientation.

Other Duties as Assigned (5%)

This job summary is not intended to be inclusive of all expectations for this position

Minimum Qualifications:

- Ability to work for the full academic year, beginning in early August through May, and available to work New Student Orientation each semester prior to the start of classes.
- Must be a matriculated student in a TC degree-granting program. Full-time TC employees are not eligible for this position.
- Previous related experiences or skills (e.g. public speaking, event planning, leadership or involvement on campus) in a similar position and/or transferable skills
- Ability to effectively represent GSLD to student organizations, campus departments, and community agencies
- Commitment to social justice, equity, and student development
- Must be able to abide by the TC Student Confidentiality Agreement, Student Privacy Requirement and Student Code of Conduct
- Able to develop relationships with students, staff and faculty; able to interact at all levels with campus constituents and stakeholders
- Possess excellent organizational skills, creative, strong written and verbal communication skills, clear attention to detail
- Ability to take initiative, handle crisis calmly, and multitask effectively

Preferred Qualifications:

- 9-month appointment; 2 year-commitment preferred
 - [Potential to work in the Summer months via Federal Work Study funds]
- Interest in higher education administration, student affairs, or related areas
- Energetic supporter of the Office of Graduate Student Life & Development objectives
- Experience with using Canva, Salesforce, Slate, Google Suite, etc.

Full-time TC employees are not eligible for this position.

Benefits:

- \$18.00 hourly/20 hours per week

- 3 tuition credits per semester (currently at \$2,049 per credit), as long as the incumbent is enrolled in at least 6 credits
- Personal and professional skill development including, but not limited to, experiences with mentorship, program planning, and community building
- Relationship building with fellow student leaders & GSLD administrators

Additional Information:

Candidates should submit a resume and cover letter through this [google form](#).

We will be interviewing for all Administrative Fellow positions within the offices of Graduate Student Life and Development and Student Support and Advocacy jointly.

We will reach out to schedule after reviewing applications on 3/21. Interviews will take place on 3/25 & 3/26. Those who advance will be asked to prepare something based on a prompt shared to demonstrate skill related to the positions of interest.

Questions? Email gsld@tc.columbia.edu