

Internship Details College or University: Teachers College, Columbia University  
Office: Office of Registrar and Doctoral Studies  
Internship Position Title: Administrative Fellow: Office of Doctoral Studies Coordinator  
Hours per Week: 15 hours/week  
Hourly Rate: \$18.00 Plus 3 tuition credits per term (Autumn/Spring/Summer)  
Internship Start Date: Autumn 2025 (flexible to start in Summer 2025)  
Internship End Date: May 2026  
Can this internship be done remotely? (Yes/No): Hybrid

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

Supervisor Details: Associate Registrar, Doctoral Students  
Supervisor Name/s: Russell Gulizia  
Supervisor Title: Associate Registrar  
Supervisor E-mail: [gulizia@tc.columbia.edu](mailto:gulizia@tc.columbia.edu)  
Supervisor Office Location: 324 Bldg 528  
Department Website: [www.tc.columbia.edu/doctoral](http://www.tc.columbia.edu/doctoral)

### **Information for Individuals Students Should Send Application To**

Name 1: Russell Gulizia  
E-mail 1: [gulizia@tc.columbia.edu](mailto:gulizia@tc.columbia.edu)  
Name 2: Noemi Garibay  
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The Office of the Doctoral Studies within the Office of the Registrar is responsible for the accuracy and integrity of the University's official doctoral student records. Our chief responsibilities fall into six broad categories: registration; administrative advisement; record-keeping; degree audit; coordination with the Graduate School of Arts and Sciences; and graduation. The Office of Doctoral Studies provides the following services:

- Support doctoral students with registration and meeting minimum program requirements;
- Maintains doctoral student academic records;
- Guarantees the accuracy, integrity, and confidentiality of doctoral student records in adherence with college policy requirements and FERPA regulations;
- Coordinate with Columbia University's Graduate School of Arts and Sciences regarding Doctor of Philosophy student graduation requirements; and,
- Provide administrative advisement to doctoral students to assist them with completing program graduation requirements, such as certification examinations, dissertation proposal, and final oral defense.

**Job Description and Duties:** The Administrative Fellow: Office of Doctoral Studies Coordinator is responsible for: managing the ODS general inbox and coordinating administrative support for Doctor of Philosophy students and candidates. Responsibilities include responding to inquiries in the general inbox and Salesforce, filing administrative paperwork and updating student

records in Banner, coordinating with the supervisor on projects, communicating with faculty advisors and program staff, corresponding with students regarding the outcome of their review, scanning files to archive and Banner Document Manager (BDM), and other duties as assigned.

**Minimum Qualifications:**

- Minimum Level of Education: Must have a Bachelor's Degree
- Must be a student matriculated in a TC degree program. *Full-time TC employees are not eligible for this position.*
- Must be able to abide by the Student Confidentiality Agreement and FERPA.
- Must be able to abide by the Student Privacy Requirements.
- A minimum commitment of Fall and Spring semester is required so that the administrative fellow can participate in, contribute to, and benefit from a full cycle of student organization activities.
- Excellent communication skills including good oral, written, and telephone etiquette.
- Strong team player with strong organizational skills, able to work with a diverse groups of staff and students, and motivated by joining a growing department/team/offering.
- Able to multitask, prioritize, and work with little supervision.
- Self-starter, quick learner; strong problem solving, and critical thinking skills.
- Working knowledge of Microsoft Office Suite (Word, Excel, Powerpoint) and Google Apps (Drive, Calendar, Sites).

**Preferred Qualifications:**

- Must be enrolled in a degree bearing program (MA, EdM, EdD or PhD) at Teachers College, preferably in the Higher and Postsecondary Education Program.
- Professional interest in adult/higher education preferred.
- Experience with Zoom

**Additional Information:**

Frequency and Closeness of Supervision: The intern will work independently on most projects. The intern will meet with the supervisor to discuss progress of responsibilities and areas relating to the internship.

The intern represents Teachers College, Columbia University and the Office of the Registrar and Doctoral Studies; if the intern does not maintain professional behavior and work standards, they may be subject to termination.

It is important for the intern to acknowledge that they will have access to personal and sensitive student information. The intern should only discuss confidential information with appropriate staff when needed.