

Internship Details

College or University: Teachers College

Office: Office of Residential Services

Internship Position Title: Community Development Assistant

Hours per Week: 20

Remuneration for Full Academic Year: \$20 per hour for 20 hours per week

Internship Start Date: 8/1/2025

Internship End Date: 8/1/2026

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):

Supervisor Details

Supervisor Name/s: Elizabeth Greenlee

Supervisor Title: Associate Director of Community and Staff Development

Supervisor Phone: (212) 678-8413

Supervisor E-mail: elg2186@tc.columbia.edu

Supervisor Office Location: Whittier Hall

Department Website: <https://www.tc.columbia.edu/housing/>

Information for Individual Students Should Send Application To

Name 1: Elizabeth Greenlee

E-mail 1: elg2186@tc.columbia.edu

Job Description and Duties:

The Office of Residential Services (ORS) is seeking to hire a Community Development Assistant (CDA). This position requires 20 hours of office work per week. We are looking for a detail-oriented and proactive individual to support community development initiatives and administrative tasks. This role is crucial for enhancing engagement, communication, and program execution within our community.

This role is ideal for someone passionate about fostering community engagement while providing essential administrative support.

KEY RESPONSIBILITIES

- Provide creative ideas and support for program planning and promotional efforts.
- Participate in community programs and help develop and execute engaging events.
- Collaborate on events and initiatives that may involve faculty and other TC departments.

- Oversee inventory and distribution of supplies needed for community programs and events.
- Create flyers and visual assets using tools like Canva.
- Create and distribute engaging newsletters to keep the community informed about upcoming events, important updates, and valuable resources.
- Create social media content and help maintain an active social media account.
- Maintain and update electronic bulletin boards with relevant announcements, event details, and community resources.
- Ensure physical bulletin boards are regularly updated with current and accurate information.
- Assist in resolving resident conflicts at the same level as Community Assistants (CAs), ensuring a positive and inclusive environment.
- Attends all Community Assistant staff meetings on Tuesdays at 4pm and selected trainings throughout the academic year.
- Keep Standard Operating Procedures like the CA manual updated.
- Assist in tracking events and budgeting.
- Assist with mailroom, card services, and office operations as requested.
- Other duties may include conducting unit inspections, escorting vendors to units, giving tours of residential facilities, and participating in large-scale departmental events and processes..
- Assist in tracking CA time away requests and community tour logs.
- Approve CA events and upload them to Calendly.
- Ensure all event evaluations are completed on StarRez in a timely manner.

Additional Information:

The position is typically 20 hours/week. The number of actual hours spent in the office during business hours may vary depending on pre-approved hours worked outside of business hours.

The Office of Residential Services reserves the right to modify this job description at any time.

If you would like to request any disability-related accommodations to complete the job application or to participate in the interview process, please email oaaid@tc.columbia.edu.