



TC NEXT

Teachers College, Columbia University

Details for requisition:

- 1-year term (starts September 2025, completes May 2027)
 - 20 hours/week (minimum 15 hours/week)
 - Timesheet/Leave Report Approver: Sabeen S.
 - Proxy: Laura C
 - Salary: \$18/hour plus tuition points per semester
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Administrative Fellow: Alumni Support

Position type: Administrative Fellow

Location: New York

Categories: Administrative/Professional

JOB SUMMARY/JOB FUNCTION:

The TC NEXT Administrative Fellow: Alumni Support reports to the Associate Director, Coaching and Programming (AP) and will assist the AP in delivering career support services to TC's alumni. The TC NEXT Administrative Fellow: Alumni Support is responsible for providing career coaching and programming for TC alumni navigating their career pathways.

This position is designed to provide the candidate with an additional training opportunity to enhance the skills, competencies, and experiences achieved through their academic preparation, working with TC alumni at pivotal moments in their careers, and working with TC NEXT to support them through career coaching, document review, and career navigation. The TC NEXT Administrative Fellow: Alumni Support will maintain regular office hours and attend weekly team meetings.

This position receives mentorship from TC NEXT leadership and is designed to help the Admin Fellow develop the skills and experience needed for their particular career trajectory. As a member of the TC NEXT administrative team, the Admin Fellow will engage in important strategic initiatives as well as personal and professional development.

General responsibilities include, but are not limited to:

General Support:

- Assist with both virtual and in-person support of alumni visiting the TC NEXT space and using TC NEXT's resources (for example, Canvas courses, handouts, and events)
- Ability to effectively and professionally represent TC NEXT to academic partners, internal TC departments, alumni, and employer partners
- Other duties as assigned

Alumni Career Coaching Support:

- Work with the Coaching and Programming team to be trained on and deliver high-quality career coaching to TC alumni seeking support
- Work with the Assistant Director Data and Operations to review and utilize relevant alumni data and make program recommendations
- Assist the CP staff in identifying program directions and opportunities to support alumni
- Work with the CP staff to propose programming content and structures to support TC alumni seeking coaching support, audit current career coaching support offerings for TC alumni, and provide logistical support for alumni career coaching
- Coordinate with TC NEXT team and External Affairs to manage the planning and execution of alumni-based social media content

MINIMUM QUALIFICATIONS FOR CONSIDERATION:

- 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 Confidential Agreement.
- 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.
- Knowledge and/or experience with social media and web-based communications
- 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)
- Experience in career coaching, advising, or one-on-one support for students and/or alumni

PREFERRED QUALIFICATIONS:

- Previous related experiences or skills (e.g. event planning, alumni relations, leadership or involvement with TC community) in a similar position and/or transferable skills.
- Experience with:
 - Zoom
 - Creative design software and Learning Management Systems (Adobe Photoshop, Canva, etc) desirable
- 12-month appointment; 2 year preferred
- Professional interest in student affairs and/or adult/higher education preferred.

Interested in this position? Continue to monitor the TC HR Student Employment Site - posting coming soon!

Please be certain to submit your resume/CV and include a cover letter expressing your interest in working in TC NEXT.

Questions? Contact Sabeen Sheikh at sjs2232@tc.columbia.edu