

Internship Details

College or University: Columbia Engineering

Office: Engineering Student Affairs

Internship Position Title: Graduate Student Life Graduate Assistant

Hours per Week: 20

Remuneration for Full Academic Year: \$21/hr

Internship Start Date: As soon as possible

Internship End Date: May 2027 (if you're continuing your studies past the 2026-2027 academic year, the internship can extend through Summer 2027 and to May 2028)

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): no

Supervisor Details

Supervisor Name/s: Christian Hernandez

Supervisor Title: Graduate Student Life Manager

Supervisor Phone: 212-853-4759

Supervisor E-mail: cdh2155@columbia.edu

Supervisor Office Location: 500 West 120th ST. (Mudd building), Suite 255

Department Website:

<https://www.gradengineering.columbia.edu/>

Information for Individuals Students Should Send Application To

Name 1: Andy Chae

E-mail 1: ac4897@columbia.edu

Job Description and Duties:

Do you like going to Broadway performances? Want to watch the NY Knicks at Madison Square Garden? Or the NY Philharmonic at Lincoln Center? If so, this might be the perfect assistantship for you! The Columbia Engineering Office of Engineering Student Affairs seeks a talented and enthusiastic Graduate Assistant to help build a vibrant graduate student community through event management and administrative support. The Graduate Student Life Graduate Assistant, alongside a team of other graduate assistants, reports to the Graduate Student Life Manager. This position is ideal for graduate students interested in working within Higher Education, International or Comparative Education, or Counseling.

Position Responsibilities

- Help to build a vibrant graduate student community at Columbia Engineering through social and cultural programming.
- Manage the front desk of the ESA Office by welcoming visitors and answering phone calls.

- Assist the Graduate Student Life Manager and Engineering Student Affairs (ESA) staff with routine administrative responsibilities (file management, communication of school policies to students, responding to student questions via email, etc.) and oversight of the ESA's website, listservs, and social media platforms.
- Assist the Graduate Student Life Manager with student needs assessment, development, and implementation of programs that foster students' personal, academic, and professional pursuits.
- Assist ESA with providing timely responses to student questions and emails.
- Organize student events from inception to completion, including proposing ideas/plans to the director, budgeting, advertising, and managing logistics, including advising student organizations and student leaders.
- Support ESA with large-scale programming, including the Columbia Engineering Graduate Orientation Welcome Day and graduation.
- Other duties as assigned.

Additional Information:

Qualifications:

- Must be enrolled as a degree-seeking student in a graduate program in the NYC area and remain a student until May 2027
- Excellent written and verbal communication and analytical skills
- Knowledge of basic computer and web applications & ability to learn new technology - experience with remote/virtual events a plus
- Effective time and project management - ability to adapt to changing conditions
- Willingness to work occasional nights and/or weekend hours as needed to cover events/programs
- Experience with/or comfortable with speaking in front of groups and working with international populations
- The position is fully in-person

Terms: The Graduate Student Life Graduate Assistant position is a part-time position consisting of 20 hours a week, with beginning and ending dates corresponding with the academic calendar year. Summer employment may also be available, and graduate assistants can work full-time during this period. Compensation for the semester will be \$21 per hour. Office hours are Monday through Friday from 9:00 a.m.-6:00 p.m. The position requires frequent evening and occasional weekend hours. Additionally, the position will be reevaluated semester-to-semester and will be contingent on department budget and need.