

Internship Details

College or University: Columbia University School of Social Work

Office: Career and Leadership Management

Internship Position Title: 2026-2027 Career Development Associate, Graduate Intern

Hours per Week: 10-15 hours

Remuneration for Full Academic Year: \$4,800.00/academic year or \$7,200.00/academic year depending on hour commitment

Internship Start Date: Week of August 31, 2026

Internship End Date: Week of May 10, 2027

Can this internship be done remotely? No, but there may be flexibility with some tasks

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: Amber Gratereaux; Tomomi Uetani

Supervisor Title: Career Counselor; Director

Supervisor Phone: (212) 853-4173

Supervisor E-mail: aeg2224@columbia.edu

Supervisor Office Location: 1255 Amsterdam Avenue, Room 526, New York, NY 10029

Department Website:

<https://socialwork.columbia.edu/content/career-and-leadership-management>

Information for Individuals Students Should Send Application To

Name 1: Amber Gratereaux, Career Counselor

E-mail 1: swcareer@columbia.edu

Name 2:

E-mail 2:

Name 3:

E-mail 3:

Job Description and Duties:

The Part-Time Career Development Associate, Graduate Intern role at the [Columbia School of Social Work \(CSSW\) Office of Career and Leadership Management](https://socialwork.columbia.edu/content/career-and-leadership-management) is designed for a graduate student with a strong interest in career development and student affairs. This is an ideal opportunity for higher education/MSEd candidates looking to gain experience providing direct services to students, including providing one-on-one career consultations, facilitating workshops/webinars, organizing and implementing events, and leading the marketing/communication of various opportunities. *This position does not involve clinical work.*

Responsibilities will vary based on skills, interests, and needs and may include some combination of the tasks below:

- Conduct one-on-one meetings and drop-in sessions, providing resume

- and cover letter critiques, career planning and job search guidance, and interview coaching.
- Assist in creating and facilitating webinars on career-related topics such as resume writing, networking, job searching, interviewing, and career fair prep.
 - Support team members in organizing and implementing events such as employer information sessions, alumni panels, networking events, and career fairs.
 - Promote events and opportunities, including drafting and/or designing email outreach and flyers using platforms such as Mailchimp and Canva.
 - Support job and event posting on our career management system, GradLeaders, and special projects, including data management and collection.
 - Represent the School of Social Work and the Office of Career and Leadership Management professionally when engaging with students, employers, staff, faculty, alumni, and partner organizations.
 - Collaborate with student caucus leaders on their career programming initiatives as needed.

Benefits of being a Career Development Associate Graduate Intern:

- Ongoing training directly related to your role as a Graduate Intern and orientation to career center operations in a higher education setting.
- Weekly supervision by a staff member to assist you in exploring and refining your professional goals.
- Opportunity to participate in some office professional development training sessions and staff meetings.
- Contribute to programming, including the opportunity to lead your own project and further develop your skills.
- Opportunity to work with highly motivated graduate students at a leading educational institution.

Qualifications:

We are seeking candidates who are working toward a graduate degree in Counseling, Social-Organizational Psychology, Higher Education Administration, or other related fields. Previous post-grad experience in career services, human resources, higher education, non-profit, or social work is ideal, but not required. We will also consider candidates with diverse work experience involving one-on-one advisement, professional and leadership development programming, and other related areas.

Candidates should possess strong interpersonal, organizational, communication, and presentation skills, along with comfort using technology and digital platforms. A strong professional interest in the field of career development and supporting highly motivated, mission-driven graduate students, including those from diverse

backgrounds and identities, is essential. Candidates should also be flexible, creative, proactive, team-oriented, and invested in providing timely, high-quality support and education.

Interns must be able to work 10-15 hours per week on site (three days per week between Tuesday and Thursday).

Additional Information:

To apply for the Graduate Internship:

Submit a resume and cover letter to Amber Gratereaux at swcareer@columbia.edu detailing your interest, relevant background, and availability for the 2026-2027 academic year.