

**Columbia University Undergraduate Student Life
Student Engagement
Graduate Assistants
2026-2027**

Title: **Graduate Assistant, Student Engagement**
Undergraduate Student Life, Columbia College and Columbia Engineering

Reports To: Julia B. Dooley, Assistant Director of Student Engagement
jbd2140@columbia.edu | office line: 212-854-1371

Compensation: \$22.00 an hour to be dispersed bi-weekly.

The Graduate Assistants are expected to work 20 hours per week for 15 weeks each semester, including some nights and weekends. Schedules must be approved by the supervisor within first two weeks of employment. Schedule will be posted on or around work station.

Number of Positions Open: 1

Start Date: Training to start week of August 24, 2026, position through May 2027

Work Type: In-Person

This position does **not depend on budget decisions that will be made later.**

General Position Description

The Graduate Assistants (GAs) for Student Engagement within Undergraduate Student Life (USL) support Columbia College and Columbia Engineering students and work across the unit. Programming efforts include planning events, reserving spaces, marketing and outreach efforts and attending staff meetings. GAs may work closely with students from Barnard College and/or the School of General Studies. Work hours will be scheduled between 9:00 a.m.-6:00 p.m. Monday through Friday and attending a bi-weekly advisers meeting on Wednesdays from 9:30 – 11:00 a.m. is required.

- Adviser for up to 20 student organizations
- Support with the planning and implementation of the Alternative Spring Break Program
- Maintain and support the Black Box Theater and its prop cages
- Support the Leadership and Excellence Awards committee
- Provide additional support to Student Engagement staff as needed

Program Development and/or Support

Assist with the planning of various initiatives to provide educational, cultural, leadership, civic engagement, and community programming. Contribute to the research, creation and implementation of program models and support related marketing and outreach efforts for assigned initiatives. Serve on various work teams to provide support to the Student Engagement as needed and strive to promote the mission, vision, and values. Weekend and evening hours are at times required, depending on the projects and programs assigned.



Minimum level of job experience:

Ideal candidates have some experience in program development, event planning and group facilitation. Candidates should also have a strong work ethic, good interpersonal and organizational skills. Additional experiences in student activities, program and event management, civic engagement, and leadership development are preferred.

Frequency and scope of supervision:

Regularly scheduled staff meetings and one-on-one meetings with supervisor are expected. GAs provide Student Engagement staff with updates on projects or responsibilities. Meetings with the supervisor include establishing expectations, developing personal and professional goals for both the semester and the year, giving/receiving feedback about job responsibilities and experiences. GAs may support programs across Student Engagement. Attendance at adviser meetings are required. GAs provide agendas for all one-on-one meetings with their supervisor and provide updates as appropriate.

Contact both within and outside the campus:

Relationships with Undergraduate Student Life staff, other campus partners.

To apply:

Please send resume and cover letter to Julia Dooley (jbd2140@columbia.edu)



COLUMBIA COLLEGE
COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK



COLUMBIA ENGINEERING
The Fu Foundation School of Engineering and Applied Science