

**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: Nina Lam, Associate Director of Student Engagement
nal2143@columbia.edu | office line: 212-854-1394

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

The Graduate Assistant is expected to work 24 hours per week, in person on Tuesday, Wednesday and Thursday for 15 weeks. Schedules will be posted on or around the workstation.

Number of Positions Open: 1

Start Date: May 2026 through August 2026 (exact start and end dates flexible)
Ideal if candidate is interested in continuing role for Academic Year 26-27 (separately listed)

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.-5:00 p.m. Monday through Friday and attending a bi-weekly advisers meeting on Wednesdays from 9:30 – 11:00 a.m. is required.

- Support building a new student group platform (Campus Groups). Additional position available in the Fall with similar responsibilities.
- Support Club ReFuel and onboarding content for student groups
- Support summer adviser training logistics
- 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. GA provides 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. GA may support programs across Student Engagement. Attendance at adviser meetings are required. GA provides agendas for all one-on-one meetings with their supervisor and provides 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 Nina Lam (nal2143@columbia.edu)