Internship Details
College or University: Columbia University
Office: Department of Industrial Engineering and Operations Research
Internship Position Title: Financial Graduate Intern
Hours per Week: 10 – 15 hrs/week
Remuneration for Full Academic Year: $17/hr
Internship Start Date: Sept 2019
Internship End Date: May 2020

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: Jaya Mohanty/
Kristen Bulatovic
Supervisor Title: Financial and Admin Assistant/ Financial Analyst
Supervisor Phone: 212-854-1480
Supervisor E-mail:
jaya@columbia.edu/
kb2737@columbia.edu
Supervisor Office Location: 500 W 120th St, 315 Mudd
Department Website:
https://ieor.columbia.edu/

Information for Individuals Students Should Send Application To
Name 1: Shi Yee Lee
E-mail 1: sl3244@columbia.edu
Name 2:
E-mail 2:
Name 3:
E-mail 3:

Job Description and Duties:

Our Graduate Interns provide support in the following areas:
• Vender maintenance in the Columbia University Financial System
• Process reimbursement and invoice payments and scanning to Accounts Payable
• Assist with Departmental Financial Reporting
• Provide support during Departmental events
• Department reception duties: greet and direct visitors/students, answer or refer inquiries, provide general administrative support

This position is an excellent opportunity for graduate students interested in
careers in finance, operations, and higher education.

**Additional Information:**

**Qualifications:**
- Must be enrolled as a degree-seeking student in a graduate program at Columbia University or its affiliates for a minimum of six credits per semester
- Excellent written and verbal communication skills and analytical skills
- Knowledge of basic computer and web applications (i.e., Word, Excel, Office, etc.)
- Efficiently able to organize work time and manage projects
- Attention to detail is critical