

Host Office	The Center for Teaching and Learning
Position Title	Teaching Development Program Consultant
Fellowship Term	Either Fall 2022 OR Spring 2023 (please indicate your preference on your application)
Location	Hybrid (combination of on-campus and remote)
Mentor(s)	Caitlin DeClercq, Senior Assistant Director, Graduate Student Programs & Services

Host Office and Fellowship Position Description

The Center for Teaching and Learning (CTL) partners with faculty, students, and colleagues across Columbia to support excellence and innovation in teaching and learning. The CTL is committed to advancing the culture of teaching and learning for professional development, curricular enhancement, and academic support through its programs, services, and resources.

The CTL supports the professional and pedagogical development of graduate students across Columbia through a range of offerings intended to help graduate students assess, reflect on, and improve their teaching at Columbia in service of current and future instructional roles. Graduate students participating in the CTL's programs and services develop a sense of pedagogical agency, interdisciplinary exchange, and peer-driven inquiry that helps prepare them for the future in a variety of academic and professional settings. They also develop instructional practices that are learner-centered, evidence-based, and inclusive.

FAAs working with the CTL serve as TDP Consultants who assist with program development and assessment in the CTL's Teaching Development Program (bit.ly/ctl-tdp). This includes engaging with ongoing, weekly activities to track, assess, and communicate TDP participant engagement and developing and managing an additional, semester-long project centered on participant experiences, support, or assessment.

Fellow Responsibilities

- Document participant activity in the TDP in relevant spreadsheets
- Assess documentation posted by TDP participants in Courseworks and communicate feedback using program-specific rubrics and spreadsheets
- Strategize ways to engage targeted audiences
- Assess outcomes around program objectives
- Participate in the planning and delivery of TDP offerings
- Engage in weekly meetings with the CTL mentor and, when appropriate, additional CTL staff and communicate final deliverables to the GSPS team at the end of the semester

Specific responsibilities, including decisions about the emphasis, order, and flow of work, will be mapped out in dialog with the FAA, taking into account stated interests and signaled aptitudes.

Fellow Learning Outcomes, Training, and Mentorship

- Document participant activity in the TDP in relevant spreadsheets
- Assess documentation posted by TDP participants in Courseworks and communicate feedback using program-specific rubrics and spreadsheets

For more information about the GSAS Fellowships in Academic Administration, visit <https://www.gsas.columbia.edu/content/gsas-fellowships-academic-administration>



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- Strategize ways to engage targeted audiences
- Assess outcomes around program objectives
- Participate in the planning and delivery of TDP offerings
- Engage in weekly meetings with the CTL mentor and, when appropriate, additional CTL staff and communicate final deliverables to the GSPS team at the end of the semester

Specific responsibilities, including decisions about the emphasis, order, and flow of work, will be mapped out in dialog with the FAA, taking into account stated interests and signaled aptitudes.

Desired Qualifications

TDP Consultants will be expected to bring to this project the following:

- Familiarity with CTL programs and services for graduate students
- Demonstrated interest in graduate student teaching development
- Desire to work collaboratively with CTL staff
- Strong digital organization skills (or openness to learning)
- Ability to successfully manage short- and long-term deadlines simultaneously

Familiarity with program goals and activities in the Teaching Development Program (bit.ly/ctl-tdp) is strongly encouraged, as is registration in the program itself. (Registration for the TDP is available at any time to current Columbia doctoral and MFA students.)

Host Office	Center for Veteran Transition and Integration
Position Title	Program Fellow
Fellowship Term	Fall 2022
Location	This position is currently remote, but will move in-person once the CVTI office space opens in Kent Hall
Mentor(s)	Jason Dempsey, Executive Director

Host Office and Fellowship Position Description

The Center for Veteran Transition and Integration (CVTI) was designed to support military service members during the transition from active service through higher education and into meaningful careers, enabling this generation of veterans to reach their full academic and career potential. Unlike many Centers based on college and university campuses, CVTI faces outward, toward the hundreds of thousands of veterans nationwide who are in transition to higher education and meaningful post-military careers. The Center's ability to establish partnerships and build collaborations with institutions across the country allows us to amplify the impact of our work, and to be of outsized assistance in resource-constrained environments.

There is a range of work available depending on the interests and expertise of Center for Veteran Transition and Integration Fellows. Primary opportunities lie in supporting the career and professional development of student veterans at Columbia University while helping develop pedagogical tools and resources to help improve the educational journeys of military veterans across the nation. Fellows may also work with student veteran ambassadors and student affinity group leaders from across campus to help students navigate the transition from the military to academic life. In addition, Fellows have the opportunity to help develop and deliver educational and professional development programming to college administrators and nonprofit organizations nationwide that are working to improve services to student veterans. Fellows will work closely with the CVTI team. They will also have the opportunity to manage and promote an academic lecture series.

Fellow Responsibilities

- Help develop pedagogical tools and resources to help improve the educational journeys of military veterans
- Help deliver educational and professional development programming to college administrators and nonprofit organizations nationwide that are working to improve services to student veterans
- Depending on skillset, conduct general research into the demographics of student veteran populations
- Help manage and promote an academic lecture series

Fellow Learning Outcomes, Training, and Mentorship

The fellow will gain a broad understanding of the challenges and opportunities facing military veterans as they transition into civilian education and post-military careers, and will have the opportunity to integrate this experience into broader understanding of the state of civilian-military relations in the United States. In addition, they will see firsthand the operation of a



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nonprofit academic center and be exposed to partnership management and assessment of ongoing programs.

Desired Qualifications

- Interest in the broad field of civilian-military relations
- Some familiarity with data management, online learning, survey research, and statistical analysis

Host Office	Dean of Students, School of General Studies
Position Title	Coordinator for Academic Advising
Fellowship Term	Fall 2022 – Spring 2023 (two terms)
Location	Remote, in-person, or hybrid (please indicate your preference on your application)
Mentor(s)	Nate Inglis, Assistant Dean of Students

Host Office and Fellowship Position Description

The School of General Studies serves undergraduate students from a wide range of backgrounds—including transfer and part-time students, first-generation and low income students, veterans, international students, and students in dual BA programs in partnership with Sciences Po, Trinity College Dublin, Tel Aviv University, City University Hong Kong, and the Jewish Theological Seminary. The Dean of Students Office is the primary advising resource for all undergraduate students at GS. Each student is matched with a dedicated advisor from matriculation to graduation and receives individually-tailored advising to support their particular academic interests and professional goals. Advisors provide guidance and clarity on University and GS policies and refer students to programming for academic and wellness support. Advisors also counsel students on their course selections each term, approving all courses counted toward fulfilling core requirements.

The fellow will serve as a key facilitator to onboard incoming students and to help provide a seamless transition for new students between the Office of Admissions and Academic Advising. They will work closely with the operations team to communicate effectively with incoming students and with advising deans about transfer credit exemptions and GS core checklists. The fellow will also have the opportunity to gain a wider understanding of GS school policies and procedures, the GS core curriculum in the liberal arts, and best practices for advising the general GS undergraduate population as well as students in the international dual BA programs. The fellow will gain experience in student facing and non-student facing administrative roles that are essential to the work of the Dean of Students Office.

Fellow Responsibilities

- Evaluate transfer credit and complete core checklists for incoming students.
- Work with the international dual BA advising team on the development and implementation of academic support programming that meets the unique needs of the dual BA student population.
- Offer individual academic support sessions through the Academic Resource Center.
- Create and lead a student workshop as a part of the mid-semester success series in consultation with their mentor.
- Depending on need, the fellow may have the opportunity to advise students as a part of the GS graduate school coaching program.
- In consultation with their mentor and depending on office needs, the fellow's interests will be considered when prioritizing responsibilities.



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Fellow Learning Outcomes, Training, and Mentorship

In this position the fellow will gain knowledge about the many aspects of academic advising and support for undergraduate students. They can expect to build an understanding of the GS core, major, and other requirements for completing the Columbia undergraduate degree. The fellow will also become familiar with administrative processes and record keeping and will acquire skills in reading and understanding transcripts. They will become proficient in evaluating transfer credit for exemption from GS core curriculum requirements, and they will gain experience advising and equipping students through our academic support programming.

The fellow will receive training and mentorship by meeting weekly with their mentor to discuss progress, questions, and areas for growth. They will read and become familiar with the FAA training handbook, have regular discussions with their mentor about GS and university policies and processes, and be introduced to approaches and best practices for advising undergraduate students in the general population and in the International Dual BA programs. The fellow will also be invited to attend weekly staff and advisor meetings—including GS staff meetings, advising team meetings, and dual BA advising team meetings. Finally, they will have the opportunity to meet one-on-one with various staff in the Dean of Students Office to learn more about their various roles and responsibilities.

Desired Qualifications

- Teaching experience at the college level.
- An understanding and interest in working with General Studies students from a diversity of backgrounds—including returning and non-traditional students, international, dual BA, and transfer students, and low-income and first-in-family students seeking an Ivy League degree full- or part-time.

Host Office	Executive Vice President for Arts and Sciences
Position Title	Faculty Development and Diversity Fellow
Fellowship Term	Fall 2022 – Spring 2023 (two terms)
Location	Hybrid (combination of on-campus and remote)
Mentor(s)	Alma Granado, Director for Faculty Development and Diversity

Host Office and Fellowship Position Description

The Office of the Executive Vice President for Arts and Sciences (A&S) supports all members of A&S, including academic units, faculty, and staff on needs spanning academic, administrative, and financial domains. These include, but are not limited to, faculty affairs, academic planning, equity and diversity, housing, financial planning, staffing, institutional research, and general administrative needs. The Director for Faculty Diversity and Development (FDD) works within the office of the EVP to develop and oversee Arts and Sciences' efforts to promote the diversity and professional development of the Arts and Sciences faculty.

Together with the Associate Director of Academic Planning and Reporting, the Director for FDD compiles and presents data on candidate availability pools for departments that have been approved for faculty searches. In an effort to provide the most accurate data as it relates to subfields in these searches and support our departments in advancing our faculty diversity efforts, the FAA fellow would be responsible for researching alternative databases related to these fields. Work on this project will entail interfacing with EVP office staff.

The fellow may also assist in staffing an A&S committee that will be requesting proposals from A&S departments on pathways programs. Committee support may include coordinating communications, organizing meetings and taking minutes, researching pathways programs at Columbia and other institutions, and presenting proposals and their analogous models to the committee. The FAA will work with Divisional Deans, A&S faculty, GSAS deans, and EVP staff on this project. The Fellow may also engage in other data collection, research, and presentation tasks related to furthering other diversity supporting goals for the office.

Fellow Responsibilities

- Collect data to help departments make informed decisions (e.g., What is the diversity in the national pool of PhD graduates in Art History and Archaeology?)
- Research diversity efforts at other colleges and universities across the country
- Collect data on diversity of faculty applicant pools nationwide
- Present and disseminate data in committee meetings

Fellow Learning Outcomes, Training, and Mentorship

The fellow will develop a knowledge of the state of diversity planning at Columbia A&S as well as a general sense for the DEI pulse of US academic institutions in general. The fellow will also develop data sourcing skills and learn about the different networks and databases that exist to manage diversity-specific data, as well as develop skills to present this information to supervisors and to other audiences via presentations and the A&S diversity website.

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Desired Qualifications

- Committed to advancing diversity in the academy
- Highly organized and competent with GSuite and Microsoft Office
- Ability to handle and maintain confidentiality of sensitive data and information regarding internal DEI planning
- Experience with website development (Drupal) preferred, but not required

Host Office	GSAS Alumni Relations
Position Title	Advancement Fellow
Fellowship Term	Fall 2022 – Spring 2023 (two terms)
Location	In-person, hybrid, or remote (please indicate your preference on your application)
Mentor(s)	Erin Hussein, Associate Director of Alumni Relations and Events

Host Office and Fellowship Position Description

The GSAS alumni community is a worldwide network of more than 44,000 individuals, united across departments and degrees by their shared Columbia graduate experience. The GSAS Alumni Association is governed by an Alumni Board, which works with the GSAS Office of Alumni Relations to create events to nurture the relationship between GSAS and its alumni and create opportunities for alumni and students to connect. The generosity of GSAS alumni has always been vital to the fulfillment of the school’s responsibility to take Columbia graduate education and graduate student life to new heights; development staff in the Columbia Office of Alumni and Development undertake outreach to inspire alumni to make gifts to GSAS and steward donors. The key to all of this is engagement of current and future alumni.

The GSAS Advancement Fellow will assist the Associate Director of Alumni Relations and Events with management of the Alumni Board, research of notable alumni and prospective donors, updating of alumni records, and initiatives for the engagement of current students and recent alumni. The fellow may be trained in the Columbia alumni and development CRM, for which the fellow will be required to agree to keep all information confidential.

Fellow Responsibilities

Engagement

- Attend select meetings with other Columbia alumni relations and development staff to understand better alumni engagement and fundraising.
- Attend and support Alumni Board and committee meetings through preparation of agendas and meeting minutes.
- Help strategize and then conceptualize and facilitate engagement with students and very recent alumni.
- Provide targeted outreach to alumni through defined rubrics.
- Work with alumni presenters in the GSAS Conversations series.
- Track alumni engagement activity.

Communication

- Provide creative suggestions for communications and outreach to students.

Research and evaluation

- Review and assess alumni feedback.
- Collect data on GSAS alumni career outcomes.
- Research alumni on LinkedIn and other social media.

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Fellow Learning Outcomes, Training, and Mentorship

Through mentoring and training opportunities, the fellow will:

- Help develop strategic thinking for the engagement of students and alumni.
- Gain experience in program assessment, communications, and design.
- Develop relationships with alumni relations, development, and communications staff at GSAS and Columbia.
- Achieve a greater understanding of nonprofit constituent engagement, prospect development, and fundraising.
- Gain hands-on experience developing and executing strategies to reach Columbia GSAS students and alumni.

Desired Qualifications

- Interest in either constituent engagement or institutional fundraising or both;
- Familiarity with GSAS programs that support GSAS students;
- Excellent written and verbal communication skills;
- Exceptional interpersonal skills;
- Strong computer skills (including familiarity with Excel and Google Docs) and the ability to learn new software and digital tools;
- Attention to detail;
- Ability to work well as part of a team;
- Ability to work independently and prioritize tasks;
- Ability to organize work time and manage projects efficiently; and
- Ability to handle and maintain confidentiality of sensitive data and information.

Host Office	GSAS Compass
Position Title	Strategic Communications Fellow
Fellowship Term	Fall 2022 – Spring 2023 (two terms)
Location	Hybrid (combination of on-campus and remote)
Mentor(s)	Rachel Bernard, Director, and Francesca Fanelli, Associate Director of Graduate Career Development

Host Office and Fellowship Position Description

As the career development office for the Graduate School of Arts and Sciences, [GSAS Compass](#) helps doctoral and master's students in the Arts and Sciences to identify, work toward, and achieve their post-graduation career goals. We are committed to creating an inclusive culture that fosters exploration, nurtures diverse interests, and assists in preparing GSAS students for a range of careers that are well suited to their individual skills, interests, values, and personalities. Above all, we empower students to harness their academic training in any career path they pursue.

GSAS Compass offers a variety of career development programming and services tailored to master's and doctoral students, including workshops, online learning modules, employer events, networking opportunities, and one-on-one advising. In addition, we maintain the GSAS Compass online portal, run on the Symplicity CSM platform, which includes a comprehensive Resource Library and job database, and provides access to all of our office's services.

GSAS Compass seeks a Strategic Communications Fellow for the 2022-23 academic year to assist our office in communicating the work that we do to the diverse population of students we serve. The fellow will be expected to think strategically about the best ways to reach students in departments and programs across the Graduate School of Arts and Sciences. We have several strategic goals in improving our communication to students: 1) improve name recognition for our office; 2) increase overall traffic on the GSAS Compass portal so that students log into the portal regularly to browse jobs and register for upcoming events; 3) increase usage of the GSAS Compass Resource Library; and 4) make the [GSAS Compass](#) website more user-friendly and visually appealing.

Fellow Responsibilities

The Strategic Communications Fellow will complete several large projects over the course of the fellowship term, as well as assist in some more discrete weekly tasks. The fellow will:

- Study the GSAS Compass portal, and design, implement, and evaluate a marketing campaign to increase usage of the portal.
- Make recommendations for the best modes of communication to reach different student populations.
- Gather student testimonials about Compass and our programs, and design marketing campaigns to publish these testimonials on our website and elsewhere.
- Design and draft emails, website copy, flyers, graphics, and social media and blog posts about GSAS Compass events and services, as well as design print collateral (postcards, brochures, etc.).

In addition to the above responsibilities, the fellow will have the option to take on an additional project, should they want to, depending on their skills, interests, and professional development goals. Possible examples include:

- Propose, design, and lead a workshop or event. Examples include organizing an alumni career conversation, a workshop on a specific career development or an employer panel.
- Creation of job search resources for GSAS Connect Resource Library
- Data and evaluation—either internal (helping to evaluate programs we've run) or external (helping to do comparative research into graduate career development at other institutions)

Fellow Learning Outcomes, Training, and Mentorship

The fellow will become part of the GSAS Compass team for the duration of the fellowship, which means that they will participate in weekly team meetings and gain general exposure to the administration of a small student-facing office at a large research university. They will also have a chance to collaborate with and learn from the Associate Director of Communications for GSAS, and will have opportunities to conduct informational interviews with other communications professionals at the University. By the end of the fellowship, the fellow will have developed skills in marketing, strategic communications, and project management, as well as a portfolio of communications projects.

Desired Qualifications

- Excellent written and verbal communication skills
- Superior attention to detail, with the ability to also keep in mind the big picture
- Project management skills, including the ability to plan ahead
- Consumer of campus communications
- Experience creating content for different audiences
- An eye for design
- Some experience with Canva or other graphic design software, and some exposure to Drupal would both be helpful, but not required

Host Office	GSAS Writing Studio
Position Title	Program Administration Fellow (two positions available)
Fellowship Term	Fall 2022 – Spring 2023 (two terms)
Location	In-person (GSAS Writing Studio in Lehman Library)
Mentor(s)	Kate Daloz, Director

Host Office and Fellowship Position Description

The GSAS Writing Studio is dedicated to supporting Arts and Sciences doctoral students in the process of writing the dissertation. The Studio offers workshops, one-on-one consultations, facilitated writing groups, dissertation writing retreats and weekly events, along with quiet writing stations and meeting rooms in Lehman Library. All Studio programs and groups are interdisciplinary by design.

The Program Administration Fellows will run the Studio's weekly Pomodoro sessions: two-hour blocks of facilitated co-working and accountability (25 minutes of work +5 minute break), offered in a hybrid mode. Pomodoro facilitation includes communicating with participants (sending weekly reminders, etc.), managing attendance, timekeeping, leading very brief accountability/goal-setting practices at the beginning and end of each session, and maintaining a productive writing environment (e.g. troubleshooting Zoom or making coffee). In addition, each Program Administration Fellow will complete one ongoing, semester-long project (details below).

Fellow Responsibilities

- Lead two hybrid Pomodoro sessions/week (dates and times TBD)
- Attend Studio staff development meetings, bi-weekly on Fridays from 11:00am-12:30pm
- Complete one ongoing, semester-long administrative project, in consultation with the Writing Studio Director
 - **Project 1:** In coordination with the Director, assess, revise and update the Studio's public-facing, writing-support materials (feedback guides, dissertation writing group checklist, etc.) for publication on the Studio's website.
 - **Project 2:** In coordination with the Director, create one or two short video tutorials (e.g. common troubleshooting issues with the GSAS-developed dissertation templates)

Fellow Learning Outcomes, Training, and Mentorship

Program Administration Fellows will participate in bi-weekly staff development meetings, which will provide in-depth training in graduate writing support, as well as insight into designing and facilitating a responsive, peer-led writing-support program. These meetings will offer exposure to Writing Studies scholarship and writing center best-practices as well as to peer-developed resources and approaches to interdisciplinary graduate writing support.

In addition, the Pomodoro group exposes facilitators to a diversity of writer experience, offering important insight into how different fields and departments approach the dissertation process.

Desired Qualifications

- Ability to facilitate regularly-scheduled, 2-hour Pomodoro sessions twice weekly (dates/times TBD);
- Demonstrated interest in peer writing support;
- Past participation in Studio events or groups;
- Demonstrated interest in fostering community among graduate students;
- Proficiency with Microsoft Word;
- Experience with/ willingness to learn:
 - Project 1: Concise editing of teaching materials; writing center practice, writing pedagogy
 - Project 2: Screencastify (or similar), simple video editing
- Ability to make a really good pot of coffee for IRL Pomodoro participants (or to identify and delegate coffee-making to someone who knows what they're doing).

Additional Information

- If needed, Program Administration Fellows may use Studio meeting rooms (319M Lehman Library) to work on Studio projects.
- In future semesters, past Program Administration Fellows who apply to become Studio Consultants will be strongly considered.
- In your application, please indicate which of the above projects you prefer to work on.

Host Office	Graduate School of Arts and Sciences
Position Title	Professional Development Research and Planning Fellow
Fellowship Term	Fall 2022 – Spring 2023 (two terms)
Location	Hybrid (combination of on-campus and remote)
Mentor(s)	Rachel Bernard, Director of Graduate Career Development

Host Office and Fellowship Position Description

Responsible for overseeing the education of graduate students in Arts and Sciences departments, the Graduate School of Arts and Sciences (GSAS) is central to the larger Columbia University mission of advancing knowledge through research while providing a distinctive and distinguished learning environment. GSAS administers 31 doctoral programs and 47 master's programs across the humanities, natural sciences, and social sciences.

The Graduate School's support in academic matters includes facilitating the integration of graduate students into the research and educational enterprises of the university, establishing standards and policies for best practices among graduate programs, and fostering an environment for collegial, fruitful interaction and collaboration across a range of disciplines. GSAS also endeavors to promote the interests of graduate students in nonacademic matters that constitute an important part of the educational experience, including financial aid, housing, health and well-being, and the cultivation of professional skills apposite to careers inside and outside academia.

In recent years, GSAS has begun to turn more attention to graduate student professional development, and this will be an even greater focus moving forward. Examples of this to date are the Center for Teaching and Learning, which began as an initiative of the Graduate School and now falls under the Office of the Provost; the GSAS Writing Studio, which opened its doors in September 2018 and supports doctoral students in the process of writing the dissertation; and GSAS Compass, the Office of Graduate Career Development, which launched in April 2020 and provides career services to all GSAS students and recent alumni. Now, under the leadership of the Associate Dean for Academic Diversity and Professional Development, GSAS is in the early stages of a project to create a singular mission for graduate student professional development, better coordinate the services already offered, and then identify and fill gaps in professional development services and support.

The Professional Development Research and Planning Fellow will contribute to this work by completing several research and planning projects in the 2022-23 academic year.

Fellow Responsibilities

In close collaboration with the Director of Graduate Career Development and the Associate Dean of Academic Diversity and Professional Development, the fellow will:

- Research areas of professional development services, support, and training offered by peer institutions and present results of research both verbally and in writing.
- Map the professional development services and resources currently available to GSAS students across the University, and present the results.



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- Assist in drafting the GSAS professional development framework and core competencies.
- Assist in the professional development strategic planning process. This might include gathering input from students, participating in planning meetings, providing feedback on documents, etc.

Fellow Learning Outcomes, Training, and Mentorship

The fellow will become part of the GSAS professional development “super team,” which includes staff from the Office of Academic Diversity and Inclusion, the GSAS Writing Studio, and GSAS Compass. As a team member, the fellow will attend and contribute to monthly all-team meetings, and be mentored by the Director of Graduate Career Development and the Associate Dean for Academic Diversity and Professional Development. The fellow will learn about the field of graduate student professional development and gain experience in program development. The fellow will also have opportunities to engage with stakeholders across the University, including staff in other offices across campus that provide professional development opportunities.

Desired Qualifications

- Excellent written and verbal communication skills
- Superior attention to detail, with the ability to also keep in mind the big picture
- Project management skills, including the ability to plan ahead
- Discretion and the ability to handle confidential and sensitive information appropriately
- Interest in graduate student professional development

Host Office	Office of Academic Diversity and Inclusion (OADI)
Position Title	OADI Research Collective Coordinator (two positions available)
Fellowship Term	Fall 2022 – Spring 2023 (two terms)
Location	Hybrid (combination of on-campus and remote)
Mentor(s)	Celina Chatman Nelson, Associate Dean of Diversity and Professional Development; and Afiya Wilson, Assistant Director of Academic Diversity and Inclusion

Host Office and Fellowship Position Description

The Office of Academic Diversity and Inclusion (OADI) is the space within the Graduate School of Arts and Sciences in which we enact daily and intentionally our commitment to create an intellectual collective that is reflective of the disparate experiences of its constituents. Many of OADI's programs and resources are targeted to the unique needs of students from groups that historically have been underrepresented in higher education settings within the United States. We also offer programs and resources that are relevant for all students as we consider issues related to diversity and inclusion together. OADI's mission is three-pronged:

- Reduce institutional barriers to high-quality graduate education and training for students from underrepresented and otherwise marginalized backgrounds;
- Enhance the graduate-student experience to promote intellectual growth and excellence;
- Prepare graduate students from all backgrounds in the principles of diversity, inclusion, and educational equity.

OADI seeks two fellows, who will participate in two shared projects. First, they will co-coordinate the OADI Research Collective, a yearlong cohort of students conducting research in subjects of particular interest to those from underrepresented backgrounds with a focus on developing public scholarship. Second, the fellows will create and implement at least one project to promote student engagement, with support and supervision from OADI staff. In their roles, the fellows will generally participate in OADI efforts to create a space that encourages intellectual growth as well as highlights and celebrates the varied experiences of our students.

Fellow Responsibilities

Both fellows will:

- Co-coordinate the OADI Research Collective.
- Create and implement OADI student engagement project.
- Meet regularly with OADI staff.
- Complete agreed-upon deliverables on deadline.

Fellow Learning Outcomes, Training, and Mentorship

Students will gain or expand the following skills:

- Identifying and describing opportunities for public scholarship in their work.
- Tailoring communications to different audiences.
- Facilitating scholarly discussions across multiple disciplines.
- Creating student-facing events and programming.
- Planning and promoting cultural and social events.

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Desired Qualifications

FAA appointees must possess:

- Organizational skills
- Situational flexibility
- Acute attention to detail
- Exceptional written and verbal communications skills
- Self-direction
- Willingness to collaborate and work in groups

Host Office	Office of Postdoctoral Affairs
Position Title	Postdoctoral Affairs Fellow
Fellowship Term	Fall 2022 – Spring 2023 (two terms)
Location	Hybrid (combination of in-person on the CUIMC campus and remote)
Mentor(s)	Ericka Peterson, Executive Director

Host Office and Fellowship Position Description

Columbia University’s Office of Postdoctoral Affairs (OPA) supports Postdoctoral Trainees through a variety of services, programs, and advocacy initiatives. OPA organizes career and professional development programs, workshops, and events for postdocs, including the [Academic Application Bootcamp](#), the [Individual Development Plan \(IDP\) program](#), and the [Career Advancement Series](#), and offers individualized career counseling. OPA also has a wellness branch, which offers one-on-one wellness appointments and hosts [mental health and wellness programs and workshops](#), as well as monthly seminars focused on topics such as stress management, sleep hygiene, and managing imposter syndrome and perfectionism, among others. In addition, OPA assists Postdocs in identifying appropriate resources across the University, including the Employee Assistance Program, the Office of Work/Life, Ombuds, the International Students and Scholars’ Office, Sponsored Projects Administration, and the Office of Research Initiatives. Finally, OPA advocates for resources and policies that enhance Postdoctoral training at Columbia.

The Postdoc Career Network (PCN) is a data-driven tool on a platform developed by 12Twenty that will allow Columbia postdocs to utilize CU postdoc outcomes data to make informed career decisions. Columbia has joined in a nationwide effort to make outcomes data more transparent and accessible while remaining individually confidential. This nationwide effort for data transparency empowers trainees to make informed decisions about their own career and training. Postdocs who join the network can:

- View starting salaries of former CU postdocs in various industries
- Identify which companies are hiring CU postdocs
- Keep track of current industry trends
- Discover which companies are sponsoring visas

The fellow will assist with managing the PCN database and developing a new communication strategy to increase participation using tools available on the platform.

Fellow Responsibilities

The Fellow will assist with platform management and will work closely with Dr. Ericka Peterson, the Executive Director of the OPA.

In particular, the fellow can expect to:

- Engage in ongoing, weekly activities to track, manage, and communicate information to current platform users
- Update database regularly with newly appointed postdoc data

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- Collaborate with OPA team to create a new communication strategy, including use of platform tools, social media, and listservs, to increase platform registration and to ensure completion of post-postdoc survey
- Liaise with other offices who may request data
- Develop communications summarizing components of data
- Track weekly activity on the platform and develop related infographics to share data obtained through this platform

Fellow Learning Outcomes, Training, and Mentorship

The fellow placed in OPA will receive weekly training and mentorship. The fellow will meet with the mentor weekly for one-on-one check-ins to go over weekly/monthly goals, progress, and challenges. Together, the fellow and Dr. Peterson will determine and regularly reassess priorities based on both the office's needs and the fellow's professional interests. Beyond interacting with their direct mentor, the fellow will be invited to join OPA's weekly team meetings in which team members discuss current and upcoming projects and goals and brainstorm for the future. As OPA is a small, tight-knit office, the fellow will have the opportunity to meet with and learn from all OPA team members. OPA also acts as a liaison with several central University offices allowing the fellow greater interaction and exposure across functions. In this role, the fellow will have "behind-the-scenes" experience and the opportunity to develop and demonstrate skills and experience in data management and communication across a broad range of stakeholders. These valuable skills increase an individual's marketability in various career paths.

Desired Qualifications

- Experience/interest in higher education administration, program management, human resources, or similar areas.
- Demonstrated writing and professional communication skills.
- Must be able to interact successfully and with empathy with a wide diversity of audiences, including postdocs, administrators, and others with diverse backgrounds and varying levels of English language proficiency.
- Self-motivation and ability to work independently and exercise sound judgment.
- Organizational skills needed; experience with project/event management highly desired.
- Position requires regular use of Microsoft Excel, PowerPoint, 12Twenty (outcomes software), Listserv and other software; must be able to learn and become proficient with required software.

Host Office	Office of the Vice Provost for Academic Programs
Position Title	Accreditation Fellow
Fellowship Term	Fall 2022 – Spring 2023 (two terms)
Location	Hybrid (combination of on-campus and remote)
Mentor(s)	Dana March Palmer, Senior Associate Provost for Academic Programs

Host Office and Fellowship Position Description

The Office of the Vice Provost for Academic Programs (OVPAP) is responsible for overseeing the academic programs across three undergraduate schools and 13 graduate and professional schools at Columbia University. In that capacity, OVPAP works closely with schools and program to create new educational programs and initiatives, collaborates with academic units to establish educational partnerships with U.S. and foreign universities and organizations, and manages the University’s accreditation process with both state and federal entities. The office also manages a variety of internal funding competitions for faculty and graduate students, including the President’s Global Innovation Fund (PGIF) and the Presidential Teaching Awards for Outstanding Teaching.

Accreditation is a voluntary process that is intended to strengthen, sustain, and foster confidence in the quality and integrity of an institution, and in the institution of higher education. It involves a deep look at institutional mission, and its links to judgement around quality, fiscal integrity, the maintenance of adequate institutional resources, and academic freedom of the faculty. It is also used as a measure of quality to enable access to federal financial aid. Learn more here: <https://provost.columbia.edu/content/university-reaccreditation>.

The Office seeks an Accreditation Fellow to play an important role in preparation for the University’s decennial accreditation. The Accreditation Fellow will have an opportunity to engage in the accreditation process at the ground level, at its earliest stages. Preparation for accreditation will include the undertaking of a detailed self-study of all schools and programs within the University, and culminate with a site visit during the 2024-2025 academic year. In order to begin planning for the next University accreditation review, the Accreditation Fellow will help with reviewing and summarizing the current MSCHE accreditation standards and self-study guidelines. The fellow will also review materials collected for the prior accreditation, identifying areas that will require significant updating, planning and preparation, and proposing areas of focus.

Fellow Responsibilities

- Assist with the creation of a detailed plan and timeline to address student learning in the reaccreditation process, based on the MSCHE standards and requirements
- Conduct a detailed review of program curricula, learning outcomes, and assessments of learning outcomes
- Assist with the preparation of a data collection plan for the assessment of learning outcomes



Fellowships in Academic Administration 2022-23

Fellow Learning Outcomes, Training, and Mentorship

The fellow will gain an understanding of and experience with the role of national accreditation standards in higher education, and make a significant contribution to the strategic planning for, and development of, accreditation activities. This fellowship will also provide a close-up view into the work of planning and executing University-wide projects and initiatives, and an opportunity to play a role in an important institutional effort. This project will provide a rare view of the scope and breadth of Columbia's activities.

As a member of the Office of the Vice Provost for Academic Programs team, the fellow will meet regularly with the Senior Associate Provost and all OVPAP staff, including opportunities to present their work to the OVPAP team. Based on their interests, the Fellow will also have opportunities to gain exposure to other units with the Office of the Provost (faculty diversity and development, appointments and tenure, teaching and learning and online education, etc.).

Desired Qualifications

- Excellent oral and written communication skills
- Technological skills relevant to academic administration including experience with Microsoft Office
- Project planning skills

Host Office	Society of Fellows and Heyman Center for the Humanities
Position Title	Humanities in Practice Administrative Fellow
Fellowship Term	Fall 2022 – Spring 2023 (two terms)
Location	In-person, remote, or hybrid (please indicate your preference on your application)
Mentor(s)	JM Chris Chang, Public Humanities Postdoctoral Fellow

Host Office and Fellowship Position Description

The Society of Fellows and Heyman Center for the Humanities (SoF/Heyman) provides Columbia University and the greater New York City area with the intellectual and physical space necessary for wide-ranging discussion and collaboration across the humanities and human sciences. Through lectures, conferences, readings, performances, workshops, and other forms of engagement, we aim to share thinking and enhance the role of the humanities in serving the public good.

Launched in 2014, the Public Humanities initiative at SoF/Heyman seeks to advance public-facing, civically-engaged scholarship that applies the critical perspectives of the humanities to urgent issues of social concern. As a leading hub for engaged scholarship at Columbia, the Public Humanities initiative sponsors a wide range of innovative projects through fellowships and grant opportunities, often in partnership with other Columbia centers and local educational or civic organizations. Public Humanities is dedicated to building capacity for engaged scholarship by organizing programming, service, and training that expands possibilities for participatory humanities research beyond the university.

In collaboration with Public Humanities initiatives at several partner institutions, SoF/Heyman has been engaged in long-term curricular development and graduate training programs for the Public Humanities across university campuses. In addition to consolidating information on cross-institutional course offerings and resources, a primary objective of this ongoing collaboration is the creation of a Public Humanities graduate certificate that would be recognized across the IUDC consortium. The Humanities in Practice Administrative Fellow would play an important role in the early stage development of the Public Humanities certificate by carrying out research and preparing data-based recommendations on curricular models and funding regimes related to Public Humanities graduate training. An important element of this research would involve the design and initial implementation of an annual Public Humanities survey to be circulated at Columbia and partner institutions to build awareness of Public Humanities work on other campuses. The fellow would also provide some support for regular methods workshops at SoF/Heyman and curate Public Humanities resources and programming announcements for the Public Humanities initiative webpage.

Fellow Responsibilities

Certificate Program Research and Planning (70% of responsibility)

- Identify important trends and best practices in curriculum-building and graduate-level training in Public Humanities programs at peer institutions

- Research funding regimes for graduate students undertaking Public Humanities projects; compile major external grant opportunities supporting graduate PH scholarship and/or curricular innovation
- Design and implement a Public Humanities Annual Survey to canvass faculty at Columbia and its partner institutions for upcoming courses, work opportunities, and training sessions of interest to practitioners
- Develop a system to maintain the data collected through the survey, including a process for updating responses to ensure continuity
- Present research findings and recommendations as requested to PH inter-university working groups

Internal Program Support (30% of responsibilities)

- Provide occasional programming support for SoF/Heyman Public Humanities events
- Archive PH teaching materials from Columbia courses and SoF/Heyman biweekly methods workshops
- Curate a selection of “External Resources” (such as course pages, syllabi, grant announcements, etc) to be featured on SoF/Heyman’s Public Humanities webpage; maintain and update missing information pertaining to past Public Humanities Graduate Fellowships (Humanities in Practice)
- Attend weekly SoF/Heyman programming meeting for planning and publicity of PH event calendar

Fellow Learning Outcomes, Training, and Mentorship

The fellow will be immersed in the process of building a cross-disciplinary academic program from an early stage. The fellow would gain insight into the funding landscape for new humanities initiatives and the institutional processes required to establish them. In addition to practical experience in survey design and data collection, the fellow would develop an understanding of the data that informs curricular frameworks and academic policies. Collaborative work with the programming and publicity teams at SoF/Heyman would involve the fellow in different aspects of producing Public Humanities events and workshops from conception to completion. That fellow would also learn to utilize a web content management system to maintain a portion of the SoF/Heyman website and curate a public-facing set of online Public Humanities resources.

Desired Qualifications

- Strong organizational and archival skills
- Detail-oriented researcher
- Excellent communication and interpersonal skills
- Self-driven and adaptable work ethic
- Some familiarity with Wordpress or a web content management system useful, but not required

Host Office	Undergraduate Research and Fellowships
Position Title	Fellowship Advisor and Mentor
Fellowship Term	Fall 2022, with the option to extend to Spring 2023 (please indicate your preference for one or two terms on your application)
Location	Remote
Mentor(s)	Ariella Lang, Associate Dean of Academic Affairs, Director of Undergraduate Research and Fellowships

Host Office and Fellowship Position Description

Undergraduate Research and Fellowships (URF) is a recently formed division within the College's Office of Academic Affairs. URF seeks to support Columbia undergraduates and alumni in exploring and applying for internal, national and international fellowships. We also work with students who seek to engage in research opportunities. Our office oversees a number of funded opportunities and Scholars programs that support students who are interested in engaging in undergraduate research full-time over the summer.

For the Fall semester, URF would assign a project that allows the fellow to deepen their knowledge and experience within fellowship application processes. From initial advising of a prospective candidate's queries, exploration of programs of interest, and development of competitive written materials, this project will have the fellow simultaneously supporting candidates submitting applications for a national competition, while also administratively preparing the University's endorsement for each candidate (a letter of support that will accompany each candidate's materials). Specifically, we hope for the fellow to join our work with the Fulbright US Student Program process, a competition that is large, both in the scope and opportunities that the Fulbright offers graduating seniors and recently graduated alums, as well as the caseload of candidates that apply through Columbia, thereby providing the fellow with the opportunity to directly assist students and collaborate with faculty across a diversity of disciplines and Fulbright programs of interest.

Fellow Responsibilities

- Weekly advising for students (feedback on writing, advise on supporting materials);
- Facilitating interview panels for approximately 15-18 applicants to the Fulbright US Student Program;
- Managing applications and endorsement letter development for 20-25 applicants to the Fulbright US Student Program.

Fellow Learning Outcomes, Training, and Mentorship

The fellow will have weekly one-on-one meetings with the host office mentor, and the fellow will be invited to join team URF meetings as well. The fellow will have opportunities to join workshops, webinars, and information sessions as hosted by various fellowship foundations. In particular, the Fulbright hosts sessions and office hours for advisors to learn more about the program, the endorsement process, and best practices within advising and endorsement, for both the program specific knowledge shared and the wider benefit to learning about student advising and support. Throughout the semester, the fellow will also be invited to attend activities hosted by URF, and their engagement with students—through zoom advising and

For more information about the GSAS Fellowships in Academic Administration, visit <https://www.gsas.columbia.edu/content/gsas-fellowships-academic-administration>



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workshop presentations—as opportunities for them to become further immersed in the life of our office, academic affairs, and scholar development at the undergraduate level.

Desired Qualifications

- Good writing/communication skills;
- Ability to commit to a regular schedule;
- Interest in and possible experience advising or teaching students;
- Self-starter;
- Strong organizational skills;
- Great attitude and genuine interest in advising, research and fellowships for undergraduates.

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