

<b>Host Office</b>	Academic Affairs, Columbia College
<b>Position Title</b>	<i>Columbia College Bulletin</i> Feedback Project Fellow
<b>Fellowship Term</b>	Spring 2023
<b>Location</b>	Hybrid
<b>Mentor(s)</b>	Amy Kohn, Senior Associate Director of Academic Affairs, Curriculum Management

### Host Office and Fellowship Position Description

Academic Affairs manages the development and administration of academic curriculum, policies, and procedures for Columbia College; provides direction and support for our Core Curriculum; oversees the academic advising of our students; and assists the faculty of Columbia University in their exceptional work with our undergraduates. A key committee that Academic Affairs supports is the Committee on Instruction. The Committee on Instruction (COI) is responsible for approving proposals for new majors and other academic programs, new courses, and policy changes. The *Columbia College Bulletin* is the source of record for all degree requirements, and for all policies and procedures that the COI has reviewed and approved.

The *Columbia College Bulletin* Feedback Project Fellow will organize an investigation to gather feedback from students, administrators, advisers, and instructors on the current organization of the *Bulletin*. Using the research produced by previous GSAS Fellows, along with their own observations and impressions of the *Columbia College Bulletin*, the fellow will solicit valuable feedback on the ways that people in various roles use and understand the information in the *Bulletin*. The fellow will gain an understanding of the ways that curriculum and academic policy are developed and communicated, and provide recommendations for updates to the *Bulletin's* current organization. The fellow will help provide a fresh perspective on this important document of record. A specific focus will be on the architecture of *Columbia College Bulletin*, and how information might be organized to provide more effective ways of communicating with the multiple types of users of the document.

### Fellow Responsibilities

- Review the effectiveness of the presentation of information in the *Columbia College Bulletin*
- Conduct data gathering with various types of *Bulletin* users (roundtable discussions with undergraduate students; email with administrators and advisers asking for targeted suggestions; etc.)
- Analyze, discuss, and give feedback on patterns observed
- Suggest changes to the presentation of information that might provide students, faculty, and administrators with easier access to the information they require
- Potentially assist in brief archival research projects that support the Committee on Instruction in updating policies
- Possibly assist in the organization of materials for the COI



## Fellowships in Academic Administration

### **Fellow Learning Outcomes, Training, and Mentorship**

The fellow will build a knowledge base about academic administration through the (mostly) independent work of analyzing the *Bulletin*, as well as via weekly meetings with Senior Associate Director of Academic Affairs, Amy Kohn. The fellow will learn about the course approval process, and the process of updating policies in the *Columbia College Bulletin*. The fellow will develop an understanding of undergraduate requirements at Columbia College—how they apply to individual students, and how they have developed and changed over time. The fellow will meet with other staff in Academic Affairs to learn about the variety of administrator roles in the office.

### **Desired Qualifications**

- Highly organized
- Good computer skills (including familiarity with Excel, Google Docs)
- Ability to work well as part of a team

<b>Host Office</b>	Center for Veteran Transition and Integration
<b>Position Title</b>	Program Fellow
<b>Fellowship Term</b>	Spring 2023
<b>Location</b>	The fellow will have work space in CVTI's office in Kent Hall
<b>Mentor(s)</b>	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

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



## Fellowships in Academic Administration

<b>Host Office</b>	Columbia Climate School, Academic Affairs Office
<b>Position Title</b>	Climate School Academic Affairs Fellow
<b>Fellowship Term</b>	Spring and Summer 2023
<b>Location</b>	Hybrid
<b>Mentor(s)</b>	Alix Schroder, Associate Director of Academic Initiatives Natalie Unwin-Kuruner, Senior Director of Academic Initiatives

### Host Office and Fellowship Position Description

Columbia University is a global leader in climate and sustainability education at the undergraduate and graduate levels. Education programs at the Columbia Climate School provide the interdisciplinary knowledge base for future climate leaders to work with businesses, communities, governments, and civil society to address the climate crisis. The Climate School Academic Affairs Office oversees academic and instructional programs, academic policies, student support services, and student life at the Columbia Climate School. Our mission is to provide and support comprehensive, inclusive, and interdisciplinary education that prepares the next generation of climate and sustainability leaders.

We are looking to bring on a Climate School Academic Affairs Fellow for Spring and Summer 2023. The fellow will support the Academic Affairs team on a diverse range of academic administration projects and tasks relating to student support and achievement. The fellow will be part of a dynamic and evolving team at the Climate School and will help support the creation and expansion of core services and initiatives for students, in partnership with faculty and staff. The fellow can choose to work on one the following projects:

- Student group infrastructure
- Graduate program curricular development

### Fellow Responsibilities

#### Option 1: Student group infrastructure

The fellow will assist in building out the student group infrastructure for the Climate School. This will include, but may not be limited to:

- Research existing student group bylaws across the university, and using that research to inform the writing of bylaws for the Climate School.
- Collect existing student handbooks at the university and compiling best practices across them; if time allows, begin creating a student handbook for the Climate School informed by those best practices.
- Other related projects, as time and skills allow (e.g., working with Climate School Web & IT to put together a student group website).

#### Option 2: Graduate program curricular development

The fellow will help support curricular and programmatic projects related to the MA Climate and Society program, the flagship master's program within the Climate School. Specifically, the

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fellow will help support the development and design of a new capstone course (or experience) for the C+S program. This will include the following tasks:

- Conduct research on existing capstone structures in our affiliated programs and other applicable programs at the University.
- Compile a list of best practices learned from this research.
- Work collaboratively on an initial draft of a syllabus for the capstone, as well as conduct initial research on potential capstone clients to draw from.

The fellow may be asked to provide additional administrative support, as needed, including meeting support and notes; presentation design and editing; and meeting scheduling. The fellow may also be asked to provide limited support on other ad hoc projects in the office, if the fellow is interested and is able to divert time from the primary project.

### **Fellow Learning Outcomes, Training, and Mentorship**

This is an opportunity for a fellow to be involved on the ground level in building out important student and academic services and support in a new school, with the opportunity to pull in best practices from across the University to inform them.

Through their work, the fellow will gain hands-on experience in critical functions of academic administration – student services, admissions, and curriculum design. The fellow will also gain exposure to and enhanced knowledge about administrative functions of an academic affairs office. And lastly, the fellow will gain an appreciation for the various moving pieces of the higher education system and its strategic planning, structure, culture, and policies.

The fellow will receive the following training and mentorship:

- Meet with their mentor(s) weekly to discuss progress, questions, and areas for growth.
- Attend the bi-weekly Academic Affairs team meetings and be asked to report at each meeting.
- Participate in one-on-one meetings with various staff in the Academic Affairs office to learn more about their roles and responsibilities.

### **Desired Qualifications**

Required:

- Ability to work well as part of a team;
- Highly organized and detail oriented;
- Excellent written and verbal communication skills;
- Excellent writing and editing skills;
- Ability to work independently on discrete tasks while maintaining alignment with the broader project; and
- Ability to multi-task and prioritize a diverse portfolio of work.

Desired (but not required):

- Interest in the fields of climate, sustainability, and environment;
- Familiarity or experience with student services/groups; curriculum development; and/or admissions.

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## Fellowships in Academic Administration

<b>Host Office</b>	Columbia College and Columbia Engineering Office of the Dean, Student and Family Support (SAFS)
<b>Position Title</b>	Academic Integrity Fellow
<b>Fellowship Term</b>	Spring and Summer 2023 (2 terms)
<b>Location</b>	Hybrid
<b>Mentor(s)</b>	Dr. Victoria Malaney-Brown, Director of Academic Integrity

### Host Office and Fellowship Position Description

Student and Family Support (SAFS) provides multiple resources to address the broad needs of the undergraduate students in Columbia College and Columbia Engineering. SAFS is comprised of Academic Integrity, Family Engagement, and Student Wellness, and together we serve as a point of contact and a supportive resource for students, families, and colleagues. SAFS works interdependently with many campus resources in an effort to continually provide holistic support and response to student concerns related to every area of their Columbia journey.

The Academic Integrity Fellow will provide support in the continual development of an academic integrity curriculum called, “Wear the Crown with Honor” for Columbia College and Columbia Engineering first years, sophomore, juniors, and seniors. The fellow will work with the Director of Academic Integrity to aid in developing academic integrity scenarios and case studies and will assist with creating workshops/programs, services, and resources that aim to prevent academic dishonesty. The fellow will also attend monthly working group meetings with the Director as well as learn more about holistic student support.

### Fellow Responsibilities

The Academic Integrity Fellow will:

- Research best practices in academic integrity (i.e. plagiarism, testing, syllabus development, etc.) for faculty to implement in their classroom and compile a resource sheet to share with the Committee on Instruction (COI)
- Assist with statistical analysis of Columbia’s academic integrity survey results
- Update academic integrity curricular materials on CourseWorks site
- Participate in monthly Academic Integrity Working Group Meetings with administrators from across the university and the Director
- Participate in CC-SEAS Integrity Undergraduate Working Group meetings with undergraduates and Director
- May attend monthly the NY Consortium for Academic Integrity professionals
- Shadow the Director of Academic Integrity in student case management integrity reflection meetings.
- Help with programming to support academic integrity workshops, particularly during Integrity Week (February 27-March 3, 2023)

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## Fellowships in Academic Administration

### **Fellow Learning Outcomes, Training, and Mentorship**

The Academic Integrity Fellow will learn how to actively incorporate the fundamental values of academic integrity into their own teaching, research, and service. They will receive mentoring from the Director of Academic Integrity in biweekly meetings to support their growth and development as an academic administrator. In addition, they will receive training on case management and actively learn how to offer active campus referrals for undergraduate students struggling with academic and personal issues.

### **Desired Qualifications**

The fellow at SAFS will be expected to bring to this project:

- Strong writing and organizational skills;
- Strong analytical and quantitative data analysis skills;
- Attention to detail;
- Ability to work independently and communicate well with SAFS staff;
- Familiarity with the values of Academic Integrity and program/services for undergraduate students; and
- Enthusiasm about student affairs, academic work, and ethics.

Familiarity with Academic Integrity values is strongly encouraged in your own teaching and educational practices.



<b>Host Office</b>	Institute for Comparative Literature and Society (ICLS)
<b>Position Title</b>	Social Media/Copy Editor
<b>Fellowship Term</b>	Spring and Summer 2023 (2 terms)
<b>Location</b>	Hybrid
<b>Mentor(s)</b>	Arden Hegele, Lecturer in the Discipline of English and Comparative Literature

### Host Office and Fellowship Position Description

The Institute for Comparative Literature and Society (ICLS) is an interdisciplinary academic institute consisting of over 100 affiliated faculty members, 170 graduate students, and 67 undergraduates. One of the Institute’s primary goals is to provide support for cross-disciplinary and cross-regional comparative work, acknowledging the force of recent changes in the humanities, the social sciences, law, architecture, and the performing arts. ICLS is both a full-fledged curricular and degree-granting unit and a research hub. The Institute offers undergraduate majors in Comparative Literature and Society and Medical Humanities and graduate certificates in Comparative Literature and Society and Psychoanalytical Studies at the PhD-level. Current research initiatives include the B.R. Ambedkar Lectures, Bandung Humanisms, Trans/Formations in Arabic Literary Theory, and Mellon Foundation Sawyer Seminar in Global Language Justice.

ICLS is seeking a graduate student for an administrative fellowship for the 2022-2023 academic year. The fellow would serve as social media/copy editor for the [\*Synopsis: A Health Humanities Journal\*](#). Co-founded in 2017 by Medical Humanities faculty Dr. Rishi Goyal and Dr. Arden Hegele, *Synopsis* is an open-access journal of health and medical humanities that publishes weekly articles by regular contributors, as well as special issues and guest articles. Reporting to an external advisory board, the journal is a landmark voice in the field of medical and health humanities.

### Fellow Responsibilities

- Liaising with advisory board of journal, the editors, and the managing editor
- Promoting new publications from the journal on Twitter and Instagram, as well as managing weekly Mailchimp list
- Building outreach and networks of the journal on social media
- Each week (deadline: Thursdays), proofreading and standardizing articles written by regular writers
- Assisting with other tasks as requested by the journal editors and advisory board, including attending Medical Humanities events for social media posting

### Fellow Learning Outcomes, Training, and Mentorship

The applicant will work one-on-one with faculty and emerging scholars, gaining a broader understanding of the field of Medical Humanities, social media for academic interests, and the online journal publication process.



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### Desired Qualifications

The successful applicant will:

- Have a keen editorial eye;
- Have an interest in the subject matter; and
- Demonstrate their ability to organize, meet deadlines and maintain prompt communication in a remote working environment.

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

<b>Host Office</b>	Office of the Vice Provost for Faculty Advancement
<b>Position Title</b>	Research Fellow
<b>Fellowship Term</b>	Spring and Summer 2023 (2 terms)
<b>Location</b>	Hybrid or in-person
<b>Mentor(s)</b>	Adina Brooks, Associate Provost for Faculty Diversity and Inclusive Pathways

### Host Office and Fellowship Position Description

The Office of the Vice Provost for Faculty Advancement collaborates with University partners to promote a climate of inclusive excellence. We offer faculty development, diversity, planning and community-building initiatives that help current and future faculty thrive.

Our office has produced a number of best practices guides, with a focus on faculty diversity and DEI work more broadly. The Research Fellow will have two main projects: 1) Assisting with an update to our Guide to Best Practices in Faculty Search and Hiring and 2) Assisting with the evaluation of our LGBTQ and Race and Racism Scholarship Cluster Hire Programs. For the first project, we anticipate significant research and writing, and for the second there may be opportunities to interview faculty and do some qualitative and quantitative data collection and analysis, under the guidance of our faculty advisors.

### Fellow Responsibilities

- Program evaluation of our cluster hire programs, including interviews and qualitative data analysis.
- Writing and research (Best Practices Guides, communications projects).
- Event support. We host a number of scholarly and community-building activities every month, which would be optional, but great opportunities for the fellow to gain an understanding of our work. In the summer we host a two large events for our pathways students, a welcome BBQ and a research symposium, should the fellow continue into the summer.

### Fellow Learning Outcomes, Training, and Mentorship

The fellow will gain knowledge regarding the three portfolios in the Office of the Vice Provost: Faculty Advancement, Inclusive Faculty Pathways, and Faculty Diversity and Inclusion. The fellow will also build relationships and collaborate with University partners to learn about faculty development, diversity, planning and community-building initiatives that help current and future faculty. Finally, the fellow will gain experience in communications and design as well as data and program analysis and achieve a greater understanding of higher education administration.

The Research Fellow will also gain the following skills and competencies: team work, communications, problem solving, organizational skills, networking, self-reliance, leadership, critical thinking, creativity, event planning, and data analysis.



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### Desired Qualifications

- Strong research and writing skills
- Attention to detail
- Discretion
- Enthusiasm
- Creative and innovative mindset
- Digital literacy
- Computational thinking

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