

School of General Studies/Department of English - Philanthropy and Social Difference

This proposal for a Fellowship in Academic Administration is slightly unusual, as it resides not in an administrative unit but rather in an undergraduate course offered during the spring 2020 semester, ENGL UN3738: Philanthropy and Social Difference. However, the FAA who fills this position will not have any of the traditional responsibilities assigned to a Teaching Assistant. Instead, the FAA will participate in a project that the class pursues alongside its academic business: giving away approximately \$70,000 in class funds to nonprofit organizations selected by the class. This is made possible through a grant from [The Philanthropy Lab](#).

The Fellow will help develop and manage what is effectively a temporary foundation, with a board of directors composed of the class membership. Under the guidance of the instructor, the Fellow will manage all aspects of the foundation, including the development of a mission statement, the composition and distribution of an RFP, review of grant proposals and site visits to organizations, and the administration of funds at a giving ceremony to be held in May 2020.

The Fellow on this project will gain first-hand experience in the workings of both foundations and non-profit organizations. Skills developed will include: project management, writing RFPs and grant proposals, and nonprofit sector research. Knowledge gained will include the history of US philanthropic organizations, techniques for measuring the efficacy of nonprofit organization, and an understanding of the relationship of US philanthropy to social difference. The Fellow will come away with a good sense of what it is like to function professionally in both foundations and nonprofits, and will understand how the skills learned through PhD studies can help graduate students prepare for careers in these areas.

The Fellow would be mentored through regular dialogue about the specific aspects of the archiving project and the general responsibilities of academic planning. The Fellow would also be given the opportunity to have informational conversations with the administrative directors of the Core Curriculum and the Center for Student Advising, as well as with administrators in other College administrative offices (e.g., Communications, Student Engagement) in order to learn about the broad variety of roles that administrators can play in an institution.

Fellow Responsibilities

- Participate in the conversation to identify giving priorities/mission statement for the class
- Research appropriate nonprofit organizations that align with the priorities
- Manage the RFP process, communicating with organizations to answer their questions and helping them to develop competitive proposals
- Advise students on appropriate communication techniques to community stakeholders
- Research assessment frameworks for evaluating the organizations; educate the class about the comparative merits of different approaches; and instruct students on current events, best practices, and philanthropic trends
- Take organization site visits to finalist organizations and work with class members to develop and utilize an instrument for site visit assessment
- Engage in the class “board meeting” to make decisions about funding allocations
- Develop the giving ceremony where funds are distributed
- Participate in assessment of grants from previous semesters

Desired Qualifications

- Excellent research, writing and communication skills
- Interest in learning more about the world of foundations and nonprofits, as well as in community development and effective giving

Expected Fellow Time Commitment

7 hours per week

Columbia Community Service - Columbia Community Service 73rd Annual Appeal – Donor Support

Columbia University recognizes the importance of its location in New York City and seeks to link its research and teaching to the vast resources of a great metropolis. Columbia Community Service (CCS), a program of Government and Community Affairs, supports the University's efforts to be a good neighbor by providing a means for faculty, staff, and retirees to contribute to their employee giving campaign. With funds raised through each annual campaign, CCS gives grants to 60 local nonprofits that help to address the needs of underserved individuals in our local community. Grantees focus on everything from education, food and emergency services, eldercare, the arts, and the environment. CCS also facilitates in-kind contributions, volunteer opportunities, and workshops – connecting the University's resources to local non-profits.

Every year, the board and staff of CCS work to inspire the employees of Columbia University, Barnard College, and Teachers College to contribute monetary gifts and/or time as volunteers to the annual campaign. The Fellow assigned to this project will assist the Assistant Director with updating the Columbia Community Service website; preparing donor acknowledgement letters; and, recording contributions in the CRM donor management system. Training will be provided.

We expect each Fellow to gain skills in areas such as team-building, effective time management skills, and data entry. We also hope that they will gain some knowledge and understanding of the employee-giving campaign process.

Fellow Responsibilities

- Assist with marketing the CCS Campaign through written and graphic materials as well through various social media platforms, such as Facebook, Twitter, Instagram, and outreach instruments including videos.
- Promote the CCS Campaign by responding to inquiries from the public and university administrators.
- Enter donations into a donor management system called CiViCRM. Training will be provided.

Desired Qualifications

- Excellent written and verbal communication skills
- Detail-oriented
- Exceptional interpersonal skills
- Adept research skills

Expected Fellow Time Commitment

5-10 hours per week

Columbia Community Service - Columbia Community Service 73rd Annual Appeal – Grantee Support

Columbia University recognizes the importance of its location in New York City and seeks to link its research and teaching to the vast resources of a great metropolis. Columbia Community Service (CCS), a program of Government and Community Affairs, supports the University's efforts to be a good neighbor by providing a means for faculty, staff, and retirees to contribute to their employee-giving campaign. With funds raised through each annual campaign, CCS gives grants to 60 local nonprofits that help to address the needs of underserved individuals in the local community. Grantees focus on everything from education, food and emergency services, eldercare, the arts, and the environment. CCS also facilitates in-kind contributions, volunteer opportunities, and workshops, which connect the University's resources to local nonprofits.

Every year, CCS makes grants to local community organizations and provides logistical support and professional advising. The Fellow assigned to this project will assist the Director with providing the grantees with technical support, which will include monitoring questions related to grant funding; providing grantees with recommendations for additional resources; and reviewing the receipt-reporting documents that show how the funding was used. Training will be provided.

We expect the Fellow to gain skills in areas such as team-building, effective time management skills, and creative problem-solving. We also hope that they will gain some understanding of how the University collaborates with its community partners.

Fellow Responsibilities

- Monitor questions related to grant funding
- Research further funding opportunities
- Provide recommendations for funding resources to grantees
- Review receipt reporting documents

Desired Qualifications

- Excellent written and verbal communication skills
- Detail-oriented
- Exceptional interpersonal skills
- Adept research skills
- Knowledge of grant funding practices a plus but not necessary

Expected Fellow Time Commitment

5-10 hours per week

Digital Scholarship - Foundations for Research Computing Technical Pedagogy Fellow

Digital Scholarship (DS) is a group within Columbia Libraries focused on teaching, technology, and development of community around sharing research at Columbia. DS runs events related to innovative ways of conducting research and sharing knowledge created at Columbia with the wider academic community. The group also creates and maintains scholarly infrastructure, including the Academic Commons and software such as Ed and Wax for creating and maintaining scholarly publications. DS also consults with students and faculty on projects and organizes workshops, bootcamps, and lectures on topics related to research computing.

Foundations for Research Computing is a new collaboration among Columbia Libraries, CUIT, and the Office of Research dedicated to teaching research computing skills and methods to Columbia students. Foundations programming includes two-day workshops, boot camps, and a Distinguished Lecture series. Technical pedagogy is critical for the program, and the Technical Pedagogy Fellow will assist with our workshops, Python User Group meetings, and technical boot camps and intensives. The Fellow will also have the opportunity to develop and teach new technical programming by leading a Python User Group meeting or workshop. The Technical Pedagogy Fellow may also assist with development of technical curriculum and a guidebook for instructors.

The primary skill areas developed by the Fellow will be related to coordination, technology, and pedagogy. Fellows will assist with our technical workshop series and may have an opportunity to coordinate a series independently. They will also participate in the coordination of our community programming, including Python User Group. Fellows may also lead a workshop or Python User Group meeting given the right experience and background. Given these responsibilities, the Fellow should expect to develop a combination of teaching, technical, curriculum development, and coordination skills.

Fellow Responsibilities

- Communicating via email and in person with community members in the Python User Group
- Assisting with events such as workshops, Python User Group meetings, and technical bootcamps and intensives as a technical helper and/or a coordinator
- Potentially, planning and executing an event, which would involve taking responsibility for assessing demand, researching speakers or instructors, inviting attendees, thinking logistically, and following up to collect data, with the support of the Foundations coordinator
- Assisting with other tasks such as the compilation of an instructor guidebook

Desired Qualifications

- The ability to communicate effectively in writing and in person
- An understanding of organizational fundamentals, such as keeping calendars, working from and developing checklists, and prioritizing tasks
- Experience in teaching or in the assistance of teachers
- A technical background and/or a willingness to learn new skills, especially technical and pedagogical skills
- Knowledge of specific technical skills taught by Foundations for Research Computing, such as Python, Git, UNIX, or R is preferred by not required

Expected Fellow Time Commitment
8 hours per week

Center for Student Advising Academic Resources in Support of Excellence - Academic Support Fellow

Academic Resources in Support of Excellence (ARISE) is a unit within the Center for Student Advising that provides free tutoring and peer academic skills consulting to all CC and SEAS undergraduate students. Our mission is to:

1. Increase the probability of academic success for students who utilize these services
2. Assist students with developing effective learning strategies to help them navigate the University; and
3. Provide opportunities for student staff to develop leadership and interpersonal skills while helping their peers succeed.

The Fellow will lend their expertise in teaching and learning to enhance our academic support program. They will contribute through the development of new programs and training modules while also assisting with the training and supervision of tutors. They will participate in tutor training, observe tutoring sessions, and provide feedback/supervision to tutors in relation to the material that is presented during tutor training. The Fellow will also be responsible for creating and facilitating one academic skills workshop on a topic chosen by the Fellow and approved by CSA ARISE staff. The Fellow will also be responsible for developing and facilitating one training session for our Peer Academic Skills Consultants on a topic chosen by the Fellow and approved by CSA ARISE staff. The Fellow may also be asked to support the unit with other tasks and duties as needed. All tasks will relate to academic support or academic skill-building initiatives within the CSA.

It is expected that the Fellow will:

- Gain a broad understanding of the research science on learning in higher education settings
- Gain knowledge of time management and study skills tools and best practices
- Gain an understanding of issues impacting diverse learners in higher education
- Develop the ability to evaluate performance and give constructive feedback through one-on-one in person meetings
- Refine creative presentation skills

Fellow Responsibilities

- Participate in tutor training
- Observe tutoring sessions and provide feedback to tutors
- Create and facilitate one academic skills workshop
- Create and facilitate one Peer Academic Skills Consultant training session
- Assist in other tasks and duties as needed

Desired Qualifications

- Experience in facilitating small groups in an academic setting
- Excellent organization and time management skills
- Ability to work independently
- Interest in academic support/advising initiatives

Expected Fellow Time Commitment

5-10 hours per week

Columbia University Press Acquisitions - Literature in Translation: The Russian Library

Columbia University Press seeks to enhance Columbia University's educational and research mission by publishing outstanding original works by scholars and other intellectuals that contribute to an understanding of global human concerns. The Press also reflects the importance of its location in New York City in its publishing programs. Through book, reference, electronic publishing, and distribution services, the Press broadens the university's international reputation.

Columbia University Press plays a major role in bringing international literature to Anglophone audiences. In particular, its Russian Library series of literature translated from Russian is an emerging strength. The Fellow will manage the Russian Library's social media presence, in consultation with its editor. The project includes planning and implementing social media campaigns for the Russian Library to highlight new and backlist books from the series. Important new and forthcoming titles include Alexander Griboedov's *Woe from Wit: A Verse Comedy in Four Acts* (trans. Betsy Hulick) and Alexander Grin's *Fandango and Other Stories* (trans. Bryan Katertnyk). The Fellow may also have some editorial duties related to the Russian Library series.

The Fellow will work with both the Marketing and Acquisitions departments at the Press, gaining both communications and editorial experience. The Fellow will be able to attend various meetings and will be exposed to many aspects of the publication process of a university press. This will be good preparation for a student interested in pursuing a career in publishing after graduation or interested in understanding more about how scholarly books are selected, edited, produced, and marketed.

Fellow Responsibilities

In coordination with the acquisitions editor and publicist, the Fellow will plan a marketing and social media campaign for the Press's Russian Library. The Fellow also will write and solicit posts for the Press's blog, in consultation with the social media team. Lastly, the Fellow will participate in the production of future and forthcoming Russian Library titles by reviewing pitches, translations, and introductions, and by assisting with other aspects of the editorial process.

Examples of specific activities include:

- Writing and scheduling tweets and Facebook posts, etc.
- Reading Russian Library works to find interesting quotes, facts, or contemporary resonances for social media
- Monitoring publications and social media for references to Russian Library titles
- Brainstorming new kinds of social media engagement
- Selecting excerpts for the blog
- Corresponding with translators about blog posts
- Pitching excerpts to outside publications for consideration

Desired Qualifications

- Interest in and familiarity with social media
- Interest in literary fiction/translation
- Strong writing skills
- Ability to work independently

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Spring 2020 Descriptions

- Creativity
- Interest in publishing

Expected Fellow Time Commitment
5-10 hours per week

Public Books - Publicity Strategy and Podcast Production Assistance for Public Books

Public Books is an internationally recognized online magazine dedicated to making scholarly research and ideas accessible to the educated general public. Each weekday, we publish a 2000-word essay that uses an idea generated in the humanities, social sciences, and arts to reflect on recent books, music, television shows, films, or current events. We also publish interviews with scholars, university press editors, and artists. The majority of our contributors are academics at all career stages; the majority of our readers are people aged 25-34, both inside and outside the academy. We are committed to diversity and to gender parity in whom we review and who does our reviewing, and our content reflects that commitment.

Publicity Strategy:

To reach readers, Public Books currently relies on social media, events, and a newsletter that we send to subscribers once a week. The Spring 2020 Fellow will assist in expanding Public Books's audience and bringing our projects to a growing readership by exploring new avenues for reaching readers. Tasks include:

- Working with the Publisher to devise and execute an outreach strategy to target universities with the goal of increasing readers and followers.
- Investigating other communities of potential readers and devising methods for introducing them to Public Books.

Podcast Assistance:

Public Books is launching a podcast in 2020, which will be structured around a set of miniseries of four-to-six episodes, with each series centered on a common theme and released as a batch. Serving as Podcast Production Assistant, the Graduate Fellow will assist Annie Galvin (Associate Editor and podcast producer) in researching potential guests, reading work relevant to the topic, helping Annie prepare questions for discussion, and (when time and schedule permit) attending tapings and assisting with recording.

Other:

The Fellow also will be offered the opportunity to identify works for review, identify reviews, and commission an essay. Commissioning an essay is optional; it is not a requirement, but many past Fellows have valued the opportunity to make an editorial contribution.

By attending weekly staff meetings, the Fellow will learn how a weekly magazine works; this will provide valuable experience to anyone who in the future might work on a scholarly journal, at a university press, or in mainstream publishing or journalism. Attending weekly staff meetings will also provide valuable insight into being a successful contributor to scholarly journals and mainstream journalistic outlets.

One of the missions of Public Books is to communicate well-researched, academic ideas to a broader public. By working to devise and execute the Public Books's outreach strategy, the Fellow will develop an understanding of how to communicate the importance of research to many different audiences.

By researching how, where, and to whom to publicize Public Books essays, the Fellow will develop a broader understanding of the academic landscape across many departments, disciplines, types of institution, and geographical regions.

Serving as the Podcast Production Assistant, the Fellow will gain firsthand experience with a range of tasks involved in creating and sustaining a podcast. This role will benefit a Fellow interested in creating audio media in the future.

By working closely with the mentor, as well as with the other Public Books staff, the Fellow will expand their professional network.

Fellow Responsibilities

- Meeting weekly for 15-30 minutes with the mentor(s)
- Working 3-4 hours a week to identify appropriate audiences and institutions for publicity, and
- brainstorm/execute new outreach strategies
- Working 3-4 hours a week on researching, preparing, and possibly recording the podcast.
- Attending a weekly one-hour Public Books staff meeting

Desired Qualifications

- Excellent writing and communication skills
- Good recordkeeping skills
- A combination of creativity and dogged patience.

Expected Fellow Time Commitment

5-10 hours per week

Office of the Dean, Student & Family Support - GSAS Academic Administration Fellow

Student and Family Support (S&FS) provides multiple resources to address the broad needs of the undergraduate students in Columbia College and Columbia Engineering. S&FS 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. S&FS 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 college journey.

Who We Are & What We Do:

Academic Integrity

- Initiate educational programming and sanctions to promote a campus culture that supports academic integrity in the ways in which knowledge is shared, created, and evaluated.
- Work alongside the Dean's Discipline Process for violations of academic integrity and the honor code.
- Provide case management to students who have violated the academic integrity policy at Columbia College and Columbia Engineering.

Family Engagement

- Offer support, guidance, and involvement opportunities to parents and families.
- Plan and hosts both Family Orientation and Family Weekend.
- Produce newsletters and webinars providing families with pertinent information related to campus life, graduation.

Student Wellness

- Provide case management and support to students who are in distress related to medical and psychological concerns, life traumas, and other barriers that impede their success.
- Serve as members of the on-call team and provide high-level response to campus crisis situations.

The Fellow will be assigned to the Academic Integrity initiative in the Office of Dean | Student & Family Support.

The GSAS Academic Administration Fellow will assist in the development, research, and creation of an academic integrity curriculum for Columbia College (CC) and Columbia Engineering (SEAS) students in all four class years called "Wear the Crown with Honor." The Fellow will work together under the advisement of the inaugural Director of Academic Integrity to aid in developing academic integrity scenarios, case studies, and related programs, services, and resources. The Fellow also will draw on research articles and various professional and academic code of ethics to create the educational curriculum on academic integrity.

The GSAS Academic Administration Fellow will:

- Research best practices for faculty to implement into their classroom and compile a resource sheet to share with the Committee on Instruction (COI)
 - Focusing specifically on Columbia's academic integrity policy (i.e., plagiarism, testing, syllabus development, etc.)
- Work with Student & Family Support staff, particularly the Director of Academic Integrity, in support of this semester project

- Develop, revise, and comment in Academic Integrity Coursework's site to analyze CC-SEAS student learning about integrity
- Attend monthly Academic Integrity Working Group Meetings with Administrators from across the university and the Director of Academic Integrity
 - Members include: Writing Center, Center for Teaching & Learning, Student Conduct & Community Standards, Berick Center for Student Advising, Columbia Libraries, Office of the Dean, Columbia College Academic Affairs, and the Center for Career Education.
- Attend monthly CC-SEAS Integrity Undergraduate Working Group meetings with undergraduates and Director

Fellow Responsibilities

The GSAS Academic Administration Fellow should expect to contribute to:

- Contribute to and administratively support the Academic Integrity Working Group (administrators) and CC-SEAS Undergraduate Integrity Advisory Group (i.e., draft meeting minutes, present project developments).
- Participate in the planning and creation of content on Courseworks for the CC-SEAS student academic integrity site.
- Provide innovative suggestions for outreach to faculty in promoting the educational campaign called "Wear the Crown with Honor."
- Develop and revise content in the CC and SEAS Academic Integrity Courseworks site as needed
- Help with programming to support undergraduate students and faculty academic integrity workshops.

Desired Qualifications

- Self-starter
- Ability to work independently
- Willing to learn
- Ability to work well as part of a team
- Strong writing and organizational skills
- Enthusiastic about academic administration and ethics
- Familiarity with Academic Integrity values, which is strongly encouraged one's own teaching and educational practices

Expected Fellow Time Commitment

5-8 hours per week

Columbia Rare Book & Manuscript Library - Graduate Student Curatorial Fellow, “The Literary History of Artificial Intelligence”

The Rare Book & Manuscript Library is Columbia University’s principal repository for special collections. We collect, preserve, describe, promote, and provide access to the material evidence of diverse individuals and activities in alignment with the University’s research and teaching mission. We build and steward deep collections in select subject areas and connect them to a global audience through reference, teaching, exhibitions, publications, and public programs.

In collaboration, the English Department and the Rare Books & Manuscript Library will fund a Curatorial Assistant position to assist with the research, planning, and programming work for the upcoming exhibition, “The Literary History of Artificial Intelligence,” which will be on view in Butler Library from August 2020–January 2021. The Curatorial Assistant will work with Melina Moe, Curator of Literature at the RBML, and Dennis Tenen, Assistant Professor of English.

This exhibition will explore the long shared history of literature and computation. Appealing to patrons in the sciences and the humanities, “The Literary History of Artificial Intelligence” will highlight the library’s holdings related to algorithmic composition, such as prose and poetry written by machines, alongside literature written with the aid of algorithmic and combinatorial devices. The exhibit follows a timeline from circa 1890–1970, further divided into two broad stories: production and analysis.

The first story follows experiments in the genesis of literature by artificial intelligence or aided by algorithms. The use of rules and algorithms to produce texts had many practitioners in the 20th century, from Allan Turing, who wrote and generated programmatic love letters in the 1940s; to Margaret Masterman, a linguist who pioneered the use of computers to aid automatic translation; to the French literary movement Oulipo, which produced algorithmic poetry such as “A Hundred Thousand Billion Poems” by Raymond Queneau; and to Sheldon Klein’s automated folk tale and murder mystery generators in the 1960s–70s. The exhibition also will include popular texts for aspiring screenplay writers, romance novelists, and pulp fictioneers, culminating in contemporary, machine learning-based tools used in automating aviation accident reports and defense logistics.

The second story tracks the use of algorithms to analyze literature, highlighting works such as *Analytics of Literature* (1893) by L.A. Sherman; “Pattern Recognition and Reading by Machine” (1959); *The Computer & Literary Style, A Computer Model of Conversation* (1977); and *Programmed Visions* (2011) by Wendy Hui Kyong Chun. These materials illustrate how early twentieth-century techniques used to generate prose were paralleled by advances in natural language processing, which today animate narratively “intelligent” bots such as Apple’s Siri and Amazon’s Alexa.

The position will involve training in archival research and curatorial work. The Fellow will develop archival researching skills, knowledge about the curatorial aims of collection development, and practice writing and researching skills in the service of preparing exhibit text and program events for the 2020 exhibition. Skills the participant also will become familiar with include: 1) Training in archival processing practices under the supervision of curators and archivists, 2) Arranging, describing, and cataloguing collections in one’s area of research and interest, 3) Creating or refining finding aids, once a collection has been processed, for online publication, and 4) Learning to uncover primary source collections relevant to one’s research and to better understand the nature, origin, and uses of primary sources.

Fellow Responsibilities

- The Fellow will be responsible for archival research, preparing exhibition text, working with conservation to prepare materials for display, and planning program events.

Desired Qualifications

- The Fellow should be a current Columbia University graduate student interested in 20th-century literary analysis, the history of computation or other intersections between computer and data science and literary studies. The Fellow should be highly organized, with some familiarity with research using primary materials is preferable.

Expected Fellow Time Commitment

5-10 hours per week

Columbia University Libraries Digital Scholarship - Digital Publishing Fellow

The Digital Scholarship division of Columbia University Libraries provides a suite of services that respond to and anticipate the needs of Columbia's research and learning communities. We assist students, faculty, researchers, and staff in information management, digital literacy, systems-support and development for online publishing, and engagement with technology.

The Libraries' digital publishing program supports the development of quality, open-access scholarship in the form of journals and dynamic digital projects and provides educational opportunities and publishing advice to both project creators and authors. We seek collaborations with Columbia-affiliated faculty and students who want to ask new questions of their communities, play at the borders of currently canonized fields, open new pathways of inquiry, explore innovative methods, and include new and traditionally underrepresented voices in the scholarly conversation.

Our core publishing offerings include web hosting on Open Journals System (OJS), Wordpress, and minimal computing (Jekyll, Ed.) platforms, as well as platforms for digital monographs and multimedia scholarly projects like Scalar, Omeka, and StoryMaps. Our services include the preservation of open, published content in Columbia's research repository, Academic Commons, access to publication analytics, registration with general and disciplinary catalogs and indexes, and the provision of persistent, unique identifiers (DOIs). Through educational opportunities, including workshops, events, and individual consultations, we also aim to inculcate ethical publishing practice, confidence in author rights and copyright, and effective management of personal scholarly portfolios and online reputations.

The Digital Scholarship publishing program seeks a Fellow in Academic Administration to support the publication of a flagship digital, multimedia monograph that will be published using Scalar software in summer 2020. This project, written by a member of the Columbia History faculty, aims to recast the history of diversity in Europe and make it accessible to a global, public audience. Taking full advantage of the digital format, this publication will include images and videos, links to web resources, and interactive maps. However, the core of the project — the written scholarship — must still conform to the highest standards of academic review. We will subject the project to a rigorous peer review process, thorough structural editing, copyediting and proofreading, and a review of all media content to ensure appropriate legal use. These latter processes and their timely completion will be the responsibility of the Fellow, under the supervision of the Digital Publishing Librarian.

The Fellow will have the opportunity to work closely with the Digital Publishing Librarian and will gain practical experience in developmental editing for a digital publication including managing peer review, structural editing, and project management. The Fellow will become highly proficient in using the Scalar software and will understand the editorial lifecycle of a single-author, monographic work. The Fellow also will be introduced to responsible media asset management, use of copyrighted materials, and applying for permissions. This may be a particularly interesting opportunity for a graduate student who is interested in learning more about the academic publishing industry or scholarly communications.

Fellow Responsibilities

- Learn to use Scalar and its editorial workflow management features under the training of the Digital Publishing Librarian

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- Manage the peer-review process, including communication between participating reviewers and the author
- Ensure the timely completion of peer review and content-editing by regularly communicating with the author and other participants to accomplish tasks on schedule
- Review the use of media to ensure any copyrighted content has been appropriately used, and apply for permissions from rights holders

Desired Qualifications

- Attention to detail
- Ability to work independently and prioritize tasks
- Excellent computer skills and the ability to learn new software and digital tools
- Strong writing and communication skills
- History or humanities background preferred

Expected Fellow Time Commitment

5-10 hours per week