

## **Academic Planning and Administration, Columbia College – Curricular Committee Intern/Archiving Fellowship in Academic Administration**

Academic Planning and Administration (APA) 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 Planning and Administration 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 COI is a joint Columbia College and School of General Studies committee. Additional committees, such as the Committee on Science Instruction, and the Committee on the Global Core, focus on particular areas of the undergraduate curriculum.

We believe that a graduate student fellow would gain valuable knowledge and experience by assisting our office in support of the Committee on Instruction. Specifically, we would like the fellow to organize information pertaining to and archiving the relationships amongst several curricular committees. By uncovering the history, for example, by which the Committee on Science Instruction was formed, and the background of the Committee on Instruction's decisions on the role of the sciences in the undergraduate curriculum, the fellow will develop an understanding of the ways that curriculum and academic policy are developed. We would ensure that the fellow would build a knowledge base about academic administration not only through the independent work of cataloguing the COI files, but also through frequent conversations with Lisa Hollibaugh and Amy Kohn, and also by shadowing Amy Kohn in her interactions with academic departments throughout Arts & Sciences. The fellow would learn about the course approval process, and the process of updating the Columbia College Bulletin, in order to provide a coherent base of knowledge for the creation of a useful archive.

The fellow would be mentored by Lisa Hollibaugh and Amy Kohn, through regular conversations with both administrators about the specific aspects of the archiving project and about 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**

- Archive the history of the various curricular committees
- Assist in the archival research projects that support COI-linked policies (e.g., the history of certain degree requirements or comparisons with academic policies at peer institution)
- Create searchable archives of the decisions of the curricular committees
- Assist in the organization of materials for the Committee on Instruction

**Desired Qualifications**

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

**Expected Fellow Time Commitment**

5-10 hours per week

## **Center for Teaching and Learning – Graduate Student Teaching Development Resources Coordination**

The Center for Teaching and Learning (CTL) partners with faculty, students, and colleagues across the university 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 development of Columbia graduate students across the university with current or future teaching responsibilities. The CTL also offers an array of support to graduate students to help them reflect on, improve, and measure their teaching at Columbia. 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 and inclusive.

The Graduate Student Programs and Services (GSPS) team at CTL will be focusing this summer on organizing select resources being generated through our programs and services in ways that can benefit the graduate student teaching community in new ways. The Fellow will be an important element in this effort-- offering perspective on the way such resources are organized and disseminated, providing editorial and communication support on this project, and advising the CTL on optimal connection of these resources to graduate student teaching contexts.

This resources initiative will include:

- Identify and select resources generated through CTL programs for web-based discovery and distribution
- Modify these resources as needed for more general / multi-contextual use
- Conceptualize and facilitate targeted communications around resources

### **Fellow Responsibilities**

- Review resources generated and collected for specific teaching support programs and services
- In consultation with GSPS and communications staff, target resources for a new CTL graduate student resources collection
- Edit chosen resources to make them applicable to a variety of contexts
- Strategize ways to engage targeted audiences with resources particularly pertinent to them
- Assist with subgroup formation in the CTL mailing list that will support this targeting

### **Desired Qualifications**

- Familiarity with CTL programs and services for graduate students
- Demonstrated interest in graduate student teaching development

*GSAS Fellowships in Academic Administration*

**Summer 2018 Descriptions**

Page 4 of 14

- Strong digital organization skills
- Communication skills
- Some familiarity with educational literature and the scholarship of teaching and learning is desirable, but not required

**Expected Fellow Time Commitment**

8-10 hours per week

## **Columbia University Press – Literature in Translation: Acquisitions and Marketing**

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. This list focuses on East Asian literature, a historic strength of both the university and the Press. We have recently added Russian literature in translation in the form of our Russian Library series. The Fellow will assist with the formulation and implementation of a plan to better market these books, both to academic and non-academic audiences. This task requires an interest in course design, academic trends, and literary publications and will encourage deeper contemplation of the relationship between the academy and the wider world.

The Fellow will also be encouraged to weigh in on acquisitions decisions. The Fellow will read book proposals and translation samples and help to decide how the Press can best allocate its resources on the translation list. This will be good preparation for a student interested in pursuing a career in publishing after graduation.

### **Fellow Responsibilities**

- Research syllabi that include translated literature
- Writes pitches for potential course adoption titles
- Research and brainstorm potential ancillary materials
- Suggest improvements to e-marketing and direct mail procedures
- Attend launch meetings with marketing and acquisitions teams
- Brainstorm general interest marketing plans with acquisitions editor and publicist
- Read and report on book proposals and translation samples

### **Desired Qualifications**

- Knowledge of the academy
- Interest in translated literature
- Teaching experience
- Research and writing skills

*GSAS Fellowships in Academic Administration*

**Summer 2018 Descriptions**

Page 6 of 14

- Knowledge of a second language preferred; Chinese, Japanese, Korean, and/or Russian would be particularly helpful

**Expected Fellow Time Commitment**

8-10 hours per week, for one full day, or two half days. Please note that the Fellow will be expected to travel to the Columbia University Press offices at 61 West 62<sup>nd</sup> Street, New York, NY

## **The Earth Institute, Director's Office – Research Programming**

The Earth Institute has represented, since its founding in 1996, a new kind of endeavor, one that would seek to match the complexity of the challenge that the university sought to address – global sustainability – with an approach that transcended particular academic disciplines and the intellectual limits of particular schools. The Earth Institute now offers a model for the collaboration of faculty and researchers in the natural sciences, social sciences, and humanities, as well as law, public health, engineering, architecture and urban planning that is unique in its reach and effectiveness not only within the university but also nationally and internationally. Interdisciplinary collaboration shapes our research, practice, and education programs.

The Office of the Director is responsible for executing and supporting the short- and long-term priorities of the Earth Institute. It guides, coordinates and monitors the work of the other central administrative offices. This office maintains close communication and coordination with research units to support the mission of the Institute, and helps connect research units to the services and assistance they need. The office serves as a key conduit to the rest of the university, developing and maintaining key relationships across schools, departments, and central administration. It promotes the work of the Earth Institute internally and externally, and works closely with the senior management team to identify opportunities for the Earth Institute to leverage its strengths and address organizational challenges.

With a new director beginning May 1, the Earth Institute seeks to evaluate and develop new processes and programming for interdisciplinary research facilitation. The Earth Institute has a strong history of interdisciplinary research, but we think there is more we can be doing to centrally support scientists and faculty. The fellow will work with the Deputy Director for Management and other Director's Office staff to improve research programming and support.

The fellow will primarily work to develop a landscape analysis of what other universities and similar institutions are doing in this space, and will use this analysis to develop recommendations for the Earth Institute. The fellow will be responsible for conducting surveys/interviews with peer institutions, to learn about research support functions and understand the scope and range of what is and is not successful. The fellow will then develop recommendations on new programs, processes and communication modes specific to the Earth Institute's unique structure. The fellow will work closely with the Director's Office staff in developing these analyses, and will attend meetings with staff from the Office of Academic and Research Programs, Development and Communications teams, as needed.

Depending on the length of the project, s/he may support the management and implementation of these new organizational strategies and policies. The fellow may help lay the groundwork and develop the organizational framework for how these recommendations will be put into practice.

**Fellow Responsibilities**

- Support the strategy and direction of interdisciplinary research programming
- Perform an analysis of what other research universities are doing to enhance research facilitation processes
- Assist with identifying areas for improvement in research facilitation
- Develop recommendations for new and innovative processes for streamlining, enhancing and expanding research support functions across various departments
- Develop recommendations for communicating research opportunities to the broader community
- Manage assigned projects and initiatives, working closely with Director's office staff to develop goals and complete deliverables
- Assist with other Institute-wide projects as needed

**Desired Qualifications:**

- Superior oral and written communication skills
- Excellent organizational and analytical skills
- Strong attention to detail
- Excellent computer skills, including Microsoft Office, Excel and Power Point
- Ability to work independently and manage tasks within short deadlines

**Expected Time Commitment**

10 hours per week

## **Faculty Development & Diversity, Arts and Sciences – Benefits of Diversity in Arts and Sciences Booklet**

The office for Faculty Development & Diversity was created in 2015 in order to increase faculty diversity and support an inclusive climate within Arts and Sciences.

Goals include:

- Increase the representation of women and racial/ethnic minorities among the tenured and tenure-track faculty within Arts & Sciences
- Support the advancement of all faculty, with a particular focus on junior faculty, including women and minorities.
- Enable a more welcoming, supportive and inclusive climate for all faculty within Arts & Sciences and in particular at the department level.

To create a booklet outlining the benefits of Diversity in Arts and Sciences, a fellow will conduct a literature review of research on the benefits of diversity in higher education settings, including the benefits of student and faculty diversity and the impact on learning, satisfaction, sense of belonging, pedagogy, research innovation and creativity, etc.

Using this research, the fellow will then write a literature review for the lay person that can be later formatted into an easy to read booklet similar to:

[https://wiseli.engr.wisc.edu/docs/Benefits\\_Challenges.pdf](https://wiseli.engr.wisc.edu/docs/Benefits_Challenges.pdf)

<https://equity.ucla.edu/wp-content/uploads/2016/06/DiversityintheClassroom2014Web.pdf>

### **Fellow Responsibilities**

- Conduct literature search and review on the benefits of diversity in higher education settings
- Develop annotated bibliography for relevant literature
- Enter citations in Endnote and link to articles
- Write a literature review for the lay person on the benefits of diversity in higher education settings
- During the summer and early fall may also be asked to assist with preparation of materials and logistics for:
  - a. *New Faculty Orientation,*
  - b. *New Department Chair Orientation*
  - c. *A&S Faculty Search Committee Panel Discussion and Luncheon.*

**Desired Qualifications:**

- Experience conducting literature searches and writing literature reviews
- Strong English language and writing skills
- Prefer someone with social science background, but not essential

**Expected Fellow Time Commitment**

10 hours per week is preferred but has flexibility. The fellow may be able to work remotely for portions of time

## **Institute for Comparative Literature and Society – ICLS 20<sup>th</sup> Anniversary Archive Preparation**

One of the Institute for Comparative Literature and Society's primary goals is to provide institutional 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. In its capacity to embrace and bridge the totality of languages and traditions studied at Columbia, ICLS provides the only site for comparative scholarship across languages of more than one language group, including extensive engagement with non-European languages. Simultaneously, ICLS has emerged as the primary intersection between literary studies and social science studies at Columbia, not only across the Arts and Sciences, but also the School of Architecture, the School of Law, and the School of Medicine. The Institute is both a full-fledged curricular and degree-granting unit and a major research hub for Columbia University and its global programs. ICLS is a recognized leader nationwide in the newer developments of the comparative literature discipline: a truly global purview and cross-disciplinary work. Both in theory and in practice, in research and in teaching, ICLS brings the comparative methods of studying literature and society into the current globalized conditions of producing knowledge and making history.

In preparation for our 20<sup>th</sup> Anniversary celebration, the Summer Admin Fellow will be assisting the Assistant Director in organizing and compiling our Institute's archive. The archive is mostly electronic but there are some hard copies that will need to be made digital. In addition, the Fellow will be asked to prepare promotional material using glimpses into ICLS's archive to celebrate and educate on its history to be used in the build up to our anniversary event in November. Tasks may include some alumni surveys and database updating.

### **Fellow Responsibilities**

- Organize and archive historical documents of an institute's administrative office
- Promotion on social media and through blogs
- Update databases and spreadsheets
- Communicate with speakers, arranging travel, and other event planning

### **Desired Qualifications**

- Attention to detail
- Excellent communication skills
- Previous experience in Photoshop or InDesign, a plus, but not necessary

**Expected Fellow Time Commitment**

5-10 hours per week (will vary each week)

## **The Society of Fellows and Heyman Center for the Humanities – Publications Editor**

The Society of Fellows and Heyman Center for the Humanities is the central site for interdisciplinary work and community engagement in the humanities at Columbia University, sponsoring conferences, lectures, workshops, performances, and other public events. Often in collaboration with other members of the Columbia community, it creates opportunities for those in the humanities, social and natural sciences, law, medicine and public health, journalism, business, and the arts to share thinking, debate ideas, and collectively consider methodological, conceptual, and ethical issues of common interest and concern. It also offers fellowships to recent doctoral recipients, Columbia faculty, and visiting scholars to develop their scholarship and teaching within an interdisciplinary context. Through its Public Humanities Initiative, it strives to expand the opportunities for humanities-based conversations, on and off campus, and to promote community-university partnerships, including **The Justice-in-Education Initiative**--a Mellon-funded collaborative project with the Center for Justice at Columbia that aims to increase educational opportunities for incarcerated and formerly incarcerated individuals.

The Society of Fellows and Heyman Center for the Humanities is looking for a GSAS Administrative Fellow to serve as Publications Editor. The Administrative Fellow will work to arrange, copyedit, design, and publish Center publications including the Annual Report. The Fellow will also be responsible for creating and maintaining mailing lists and will be charged with developing new mailings to promote future or past events.

### **Fellow Responsibilities**

- Gather materials for the Fiscal Year 16, FY17, and FY18 Annual Reports and arrange for their printing
- Copyedit Annual Reports and other publications
- Design publication layouts
- Write publication content

### **Desired Qualifications**

- Strong organizational skills
- Ability to work independently and manage time-sensitive tasks
- Excellent computer skills or ability to obtain them, including knowledge of publication software
- Copyediting experience
- Design experience
- Detail-oriented
- Excellent written communication and interpersonal skills

**Expected Fellow Time Commitment**

10 hours per week