



Fellowships in Academic Administration

Table of Contents

[BUMP Biology](#)

[Center for Teaching and Learning](#)

[The Committee on Global Thought](#)

[GSAS Alumni Relations and Development](#)

[GSAS Compass Office of Graduate Career & Professional Development](#)

[GSAS Writing Studio](#)

[Hispanic Institute for Latin American and Iberian Cultures & Revista Hispánica Moderna](#)

[Incite Institute](#)

[Office of Academic Access and Engagement \(OAAE\)](#)

[Office for Postdoctoral Affairs and Early Career Research](#)

[Society of Fellows and Heyman Center for the Humanities](#)

[Zuckerman Institute](#)

Host Office	BUMP Biology
Position Title	BUMP Biology Coordinator
Fellowship Term	Fall 2025 and Spring 2026*
Location	Hybrid
Mentor(s)	Dr. Harmen J. Bussemaker, Professor of Biological Sciences

Host Office and Fellowship Position Description

Academic and professional networks, both formal and informal, play a key role in educational and career trajectories within the biomedical sciences and are critical for success in STEM fields. Facilitating access to undergraduate research experiences at Columbia University through one-on-one mentorship and guidance by peers and near-peers in particular has great potential for maximizing undergraduate student participation in STEM majors and career paths.

The *BUMP Biology* program helps undergraduates in the biological sciences navigate careers in academic STEM research and medicine, and provides modest, need-based, stipends that make initial research lab experiences financially feasible. The doctoral students participating in *BUMP Biology* as mentors also gain experience that will be of great value to them as they pursue their further careers.

BUMP Biology was originally conceived as the Black Undergraduate Mentorship Program, which in 2020 emerged from a collaboration between an undergraduate student group project in the Research Cluster on Science and Subjectivity in Columbia’s Center for Science and Society, the Black Alumni Council at Columbia University, and a grassroots group named Biology Trainees Against Exclusion made up of graduate students, postdocs, and undergraduates in the Department of Biological Sciences. The program was first awarded a Provost Seed Grant on Addressing Racism, and subsequently a multi-year grant from the Graduate Equity Initiative (GEI) of the Faculty of Arts and Sciences, as well as support from the Simons Foundation. Most recently, the coordination of the program became a role in the Fellowships in Academic Administration (FAA) program that PhD students in the Graduate School of Arts and Sciences can apply for. As *BUMP Biology* has evolved, it continues to stay true to its mission to facilitate access to research experiences and give students from historically underprivileged populations a “bump” in mentorship and a sense of connectedness to the research community at Columbia that will benefit their academic and professional careers.

All applicants to *BUMP Biology* will be provided with mentorship and have access to all events organized by the program. Students will be considered for stipend support on an individual basis, with special consideration given to those applicants who: (i) are the first in their family to attend college; and/or (ii) have, either as a result of their socio-economic background, or challenging life experiences, overcome substantial obstacles on their journey to graduate school; and/or (iii) have lived or worked in a diverse environment; and/or (iv) have, through their education or work experience, demonstrated a commitment to serving historically underprivileged populations and/or the academic study of historically underrepresented populations.

Fellow Responsibilities*Annual Programming Responsibilities:*

- Organize the annual BUMP research symposium in November: scout current mentees' interests, help mentees craft research abstracts and posters, and organize the logistics of the symposium itself (create a program booklet, invite attendees from across the Columbia research community, book the symposium room, manage catering)
- Release mentorship program applications in December: distribute mentee applications to the undergraduate population (including student organizations and classes) and distribute the mentor applications to the Department of Biological Sciences and the Zuckerman Institute
- Process mentorship program applications in January: read all mentor and mentee applications and pair undergraduate mentees with Trainee Research Mentors
- Organize BUMP Beehives (mutual support groups) led by mentee liaisons. This includes recruiting and interviewing mentee liaisons (seasoned BUMP mentees who volunteer)
- Organize annual mentor training in March to ensure that mentors are equipped with the cultural competency needed to be an effective mentor
- Onboard future coordinators in the Fall of the second year

Ongoing Responsibilities:

- Meet weekly with other fellows/coordinators and advisory faculty
- Process funding program applications every semester: review funding applications from BUMP mentees with faculty advisors during weekly meetings and coordinate with BUMP Biology admin in the Biological Sciences department to hire students onto payroll
- Supervise funding disbursement with BUMP Biology administration, including keeping track of awards given to students, spending, and grant balance
- Communicate regularly with BUMP mentees
- Advise BUMP mentors on how to help their mentees communicate with research faculty, apply for programs, and pursue research goals
- Assist in social programming for BUMP mentors and mentees. Examples include study groups, picnics, care bags, BUMP t-shirts, etc.
- Organize professional programming for BUMP mentees. Examples include panel events, networking opportunities, scientific writing or presentation workshops, etc.
- Maintain a connection with the network of alumni of the BUMP Biology program and of Columbia University who may act as career mentors, through regular communication and updates

Fellow Learning Outcomes, Training, and Mentorship

Fellows will gain a strong foundation in academic program administration, including managing the program application process, overseeing mentor-mentee pairing, coordinating stipend allocations, and more. Fellows will be mentored by Dr. Harmen Bussemaker and the other faculty coordinators of BUMP through regular meetings with a team that includes staff from both the academic and the business office of the Department of Biological Sciences. Fellows will be onboarded and trained by the outgoing BUMP Biology Coordinators.

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

Desired Qualifications

- Highly organized
- Good computer skills (Excel, Google Docs, Google Forms)
- Strong writing skills
- Ability to work well as part of a team
- Enrolled in a STEM PhD program, ideally in GSAS Biological Sciences, and actively performing laboratory research
- Completed qualifying exam, *all* classes, and *all* TA requirements
- Able to complete the 2-year tenure before graduation
- Experience in extra-curricular organizing and/or undergraduate mentoring
- Committed to the goals of the BUMP Biology program

***BUMP Biology Coordinators are expected to serve a two-year term. After the first year, the position will be through the Department of Biological Sciences.**

For more information, feel free to reach out to current BUMP coordinators Deme Geneva Fortson dgf2112@columbia.edu or Lena Kogan hvk2105@columbia.edu.

Host Office	Center for Teaching and Learning
Position Title	Teaching Development Program Fellow
Fellowship Term	Fall 2025 and Spring 2026
Location	Hybrid
Mentor(s)	Caitlin DeClercq, Senior Assistant Director, Graduate Student Programs and 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 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.

Fellow Responsibilities

FAAs working with the CTL serve as Teaching Development Program (TDP) Fellows who assist with program development and assessment in the CTL's TDP (<https://tdpctl.columbia.edu/>). This includes engaging with ongoing, weekly activities to track, assess, and communicate TDP participant engagement. Fellows will also develop and carry out a semester-long project centered on TDP participant experiences, support, or assessment.

Generally, fellows should expect to:

- Assess documentation posted by TDP participants in Courseworks and communicate feedback using program-specific rubrics and spreadsheets
- Document participant activity in the TDP in relevant 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, other CTL staff
- Communicate project progress and findings to CTL staff at the end of each 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

Through this opportunity, TDP Fellows will:

- Gain experience with methods of program assessment, design, and communication
- Develop strategic thinking capacities for engaging various academic disciplines in teaching development
- Develop relationships with professional educational developers and administrators at Columbia
- Situate the above in the context of the fellow's own personal and professional goals
- Engage in weekly development meetings to check in about administrative and project work, discuss fellow's own development, and exchange feedback
- Professionalize their communication and presentation skills by speaking about their work, insights, and professional development objectives with CTL staff at least once during each semester

Desired Qualifications

- 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 (<https://tdp.ctl.columbia.edu/>) 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	The Committee on Global Thought
Position Title	Publication Launch and Communications Fellow
Fellowship Term	Fall 2025
Location	Hybrid
Mentor(s)	Laura Neitzel, Vice Chair and Senior Fellow, and Lisa Weir, Executive Director

Host Office and Fellowship Position Description

The Committee on Global Thought (CGT) is an intellectual community composed of faculty from diverse disciplines and units across Columbia University and Barnard College. CGT aims to bring faculty together to study and discuss matters of urgent worldwide concern and to translate this work into inclusive public discourse capable of informing concerted action. Established as a forum for enhancing the University's engagement with the challenges and possibilities of a rapidly globalizing world, the Committee has grown to include more than 30 faculty members, faculty teaching fellows, and experienced staff to develop interdisciplinary frameworks and conduct collaborative research. The CGT team oversees a Master of Arts program in Global Thought, undergraduate courses and initiatives, public events, and signature research projects.

Fellow Responsibilities

The digital publication, Youth in a Changing World (YCW), will be launched in fall 2025. The fellow will work closely with project PI Laura Neitzel to:

- Plan and execute both in-person and digital launch events,
- Communicate with stakeholders,
- Coordinate dissemination of the publication to relevant organizations,
- Write press releases and manage social media coverage of the launch, and
- Assist with other activities as required.

Additionally, under the direction of Executive Director Lisa Weir, the fellow will:

- Help to organize and write the monthly newsletter,
- Write content for a new website, and
- Produce regular communications and updates including timely event recaps.

Fellow Learning Outcomes, Training, and Mentorship

The fellow will gain experience in digital publishing and communication, which is relevant both in the context of academic administration and beyond.

The fellow will receive the following training and mentorship, working independently but under the close mentorship of the Vice Chair and Executive Director of the CGT:

- Meet with mentors weekly to discuss progress, questions, and areas for growth
- Attend weekly CGT team meetings to learn the entire scope of CGT work and report to colleagues about projects they are involved in.
- Develop the ability to plan academic events and conferences.
- Hone writing and communications skills for academic and non-academic audiences.

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

Desired Qualifications

- Excellent written and verbal communication skills in English;
- Highly organized and detail-oriented;
- Facility with social media communications;
- Ability to work independently and communicate effectively with transdisciplinary faculty;
- Interest in exploring pressing global issues.

Host Office	GSAS Alumni Relations and Development
Position Title	Alumni Relations Fellow
Fellowship Term	Fall 2025 and Spring 2026 (two terms)
Location	Hybrid
Mentor(s)	Erin Hussein, Director of Alumni Relations and Development

Host Office and Fellowship Position Description

The Graduate School of Arts and Sciences (GSAS) alumni community is a worldwide network of more than 48,000 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 Alumni Relations Fellow will assist the Director of Alumni Relations and Development with producing events, drafting fundraising materials, coordinating the Alumni Board, researching notable alumni and prospective donors, and assisting with initiatives for the engagement of current students and recent alumni.

Fellow Responsibilities

- 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, conceptualize, and facilitate engagement with students and new alumni
- Draft fundraising and other materials
- Provide targeted outreach to alumni through defined rubrics
- Track alumni engagement activity
- Provide creative suggestions for communications and outreach to students
- Review and assess alumni feedback
- Collect data on GSAS alumni career outcomes
- Research alumni on LinkedIn and other social media

Fellow Learning Outcomes, Training, and Mentorship

By supporting Alumni Relations and Development, 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
- Learn how to develop and execute strategies to reach 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
- Able to organize work time and manage projects efficiently
- Ability to handle and maintain confidentiality of sensitive data and information

Host Office	GSAS Compass Office of Graduate Career & Professional Development
Position Title	Strategic Communications Fellow
Fellowship Term	Fall 2025 and Spring 2026 (full academic year preferred)
Location	Hybrid
Mentor(s)	Rachel Bernard, Director, and Francesca Fanelli, Senior Associate Director, Graduate Career & Professional Development

Host Office and Fellowship Position Description

As the career and professional development office for the Graduate School of Arts and Sciences, [GSAS Compass](#) assists doctoral and master's students in identifying, working toward, and achieving their post-graduation career goals. We are committed to creating an inclusive culture that fosters exploration, nurtures diverse interests, and prepares 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 and professional development programming and services tailored to master's and doctoral students, including workshops, online learning, employer events, networking opportunities, and one-on-one advising. In addition, we maintain the GSAS Compass online portal on the Symplicity CSM platform, which includes a comprehensive Resource Library and job database, and provides access to our office's services.

GSAS Compass seeks a Strategic Communications Fellow for the 2025-26 academic year to assist our office in communicating our offerings to the diverse population of students we serve. The fellow will be expected to think creatively and strategically about the best ways to reach students in departments and programs across the Graduate School of Arts and Sciences, and then create content to help increase awareness about GSAS Compass and draw students to our programming and resources.

Fellow Responsibilities

The Strategic Communications Fellow will contribute to several long-term projects over the course of the fellowship term, as well as assist in some discrete weekly tasks. The fellow will:

- Design and execute marketing campaigns for particular programs.
- Write student/alumni spotlights that feature GSAS graduates for publication on our website. This includes helping to brainstorm potential subjects, interviewing them, and then editing and writing up the interviews.
- Learn and utilize basic marketing analytics methods to analyze GSAS Compass email marketing and propose changes to factors like the timing and frequency of emails; email body and subject line text; audience segmentation, etc.
- Compile material for biweekly GSAS student newsletter.
- 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.).
- Edit and provide feedback on website and email content.
- Assist with occasional events and workshops.

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

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 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 staff on other teams in GSAS, especially Communications. 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
- Thoughtful consumer of campus communications and creative ideas for how to connect with students digitally
- Experience creating different types of content for a variety of audiences
- An eye for design, and experience with Canva preferred
- An interest in career and professional development

Host Office	GSAS Writing Studio
Position Title	Program Administration Fellows (two positions available)
Fellowship Term	Fall 2025 and Spring 2026 (full academic year preferred)
Location	319M/321 Lehman Library
Mentor(s)	Lauren Sperandio Phelps, Director, GSAS Writing Studio Anna Waller, Assistant Director, GSAS Writing Studio

Host Office and Fellowship Position Description

The GSAS Writing Studio is dedicated to supporting Arts and Sciences graduate students in the process of writing the thesis or 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. In addition, each Program Administration Fellow will complete one semester-long project, detailed below. Fellows continuing through Spring 2026 will complete one additional deliverable of their own design related to their assigned project.

Project 1: In coordination with the Director, develop a "Writing in Graduate School" workshop and supporting materials to be incorporated into the Writing Studio's general programming for all GSAS MA and PhD students. Planning and implementing this project may include:

- Researching common advice and expectations for graduate students related to research and writing skills
- Designing a 1-hour workshop to be delivered in a hybrid modality based on research and best practices
- Developing accompanying materials such as handouts or templates for distribution to workshop participants

Project 2: In coordination with the Director, develop informational video content for the Writing Studio website providing student users with an overview of consultations and other services. Planning and implementing this project may include:

- Researching writing support strategies and best practices specific to graduate student peer consultations
- Scripting and recording a mock consultation for a "First 5-Minutes" tutorial
- Editing video content including audio transcription and image description accessibility features

Fellow Responsibilities

- Complete one ongoing, semester-long administrative project (detailed above), in consultation with the Writing Studio's Director
- Lead two hybrid Pomodoro sessions/week. Each session is a two-hour block of facilitated co-working and accountability (25 minutes of work + 5-minute break), offered in a hybrid modality. 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.
- Attend Studio staff development meetings, bi-weekly on Fridays from 11:00am-12:30pm

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.

The fellows will also receive individual mentoring focused on planning and conducting their respective projects. More broadly, they will gain experience with the types of administrative work that underpin writing centers and similar student support programs.

In future semesters, past Program Administration Fellows who apply to become Studio Consultants will be strongly considered.

Desired Qualifications

- Demonstrated interest in peer writing support
- Demonstrated interest in fostering community among graduate students
- Creativity, curiosity, and attention to detail
- For Project 1, experience with or interest in student success or curriculum development
- For Project 2, experience with or interest in content creation or media studies
- 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)
- Ability to facilitate 2-hour Pomodoro sessions during *at least two* of these four blocks:
 - o Monday, 2-4pm
 - o Tuesday, 10am-12pm
 - o Wednesday, 10am-12pm
 - o Thursday, 2-4pm

Host Office	Hispanic Institute for Latin American and Iberian Cultures & <i>Revista Hispánica Moderna</i>
Position Title	Editorial and Digital Communications Fellow
Fellowship Term	Fall 2025
Location	Hybrid (Casa Hispánica – 612 W 116 th St)
Mentor(s)	Elvira Blanco, Associate Director

Host Office and Fellowship Position Description

Founded in 1920 as the Instituto de las Españas, the Hispanic Institute for Latin American and Iberian Cultures at Columbia University is a scholarly and cultural center whose aims are to disseminate research on Iberian and Latin American cultures in all their manifestations and to promote academic and social events that showcase new contributions to cultural production in Europe, Latin America, and the United States. The Institute is the official sponsor of all activities undertaken by the Department of Latin American and Iberian Cultures, and, since 1934, it has produced the distinguished scholarly journal *Revista Hispánica Moderna*.

For Fall 2025, the Institute seeks a fellow to work closely with the Associate Director to lead a digital strategy project, including updates to the website and social media presence. The fellow will also assist with proofreading and editorial work for *Revista Hispánica Moderna* and for the Department of Latin American and Iberian Culture's Sundial House translation imprint. In short, the role combines creative and editorial responsibilities.

Fellow Responsibilities

- Contribute to a semester-long project to reconceptualize and enhance the Institute and *Revista Hispánica*'s digital presence. This entails writing copy for the website and working with the Associate Director to develop a coordinated digital strategy, mostly focused on social media.
- Assist in adding Hispanic Institute events to the website.
- Assist in proofreading articles for *Revista Hispánica Moderna* (issue 78.2) using the most recent MLA manual of style.
- Assist in proofreading translations (into English) for Sundial House.

Fellow Learning Outcomes, Training, and Mentorship

This fellowship offers hands-on experience in academic publishing, digital communications, and cultural programming. The fellow will develop practical skills in editorial workflows, digital content strategy, and academic communications within a humanities institute.

The fellow will be directly supervised by the Associate Director, who will serve as their mentor. They will meet at least once per week for mentorship, feedback, and project planning. The mentor will also introduce the fellow to the back end of the Institute's website and set up one-on-one trainings with Columbia Websites if needed. The fellow will be included in meetings with the Institute's Director, Prof. Alessandra Russo, and with the Editor of Sundial House, Eunice Rodríguez Ferguson.

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

Desired Qualifications

Required:

- Strong writing, editing, and proofreading skills.
- Familiarity with the most recent edition of the MLA style manual (note that a hard copy will be provided).
- Comfort with social media platforms.
- Basic graphic design skills (e.g., Canva, InDesign, or similar tools).
- Interest in academic publishing, humanities outreach, or digital communications.

Preferred:

- Experience with website content management systems (e.g., WordPress, Siteleaf).
- Proficiency in Spanish or Portuguese.

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

Host Office	Incite Institute
Position Title	Program Development Fellow
Fellowship Term	Fall 2025 and Spring 2026 (full academic year preferred)
Location	Hybrid or In-Person (depending on fellow preference)
Mentor(s)	Madeline Alexander, Projects Director; Sophia Dowling, Project Coordinator

Host Office and Fellowship Position Description

Incite is an interdisciplinary social science and humanities institute at Columbia University. Our mission is to create knowledge for public action, to catalyze conversations that lead to more just, equitable, and democratic societies. We design research projects to tackle the biggest social questions and challenges of our time, in ways that impact and are shaped by communities directly facing those challenges. In the process, we build partnerships that allow diverse forms of knowledge outside of the University to shape intellectual life at Columbia.

Incite Institute projects are marked by inventive forms of connection and collaboration among scholars, students, artists, activists, and others from inside and outside the academy. We currently have more than a dozen active, grant-funded projects supported by major foundations, and we are home to a half-dozen distinct centers and initiatives.

The Program Development Fellow will be responsible for assisting in shaping one of Incite's freshest partnerships, the A'Lelia Bundles Community Scholars Program. For more than a decade, the A'Lelia Bundles Community Scholars Program, administered by the School of Professional Studies, has supported exceptional scholars from the West Harlem community. Each year, five Bundles Scholars receive a three-year affiliation with Columbia and access to campus resources while they work on a project or skill that relates to or benefits their community. Bundles Scholars projects include biographies of iconic Harlem figures, mixed-media culinary investigations of socio-economic status, and investigations into urban design through a BIPOC lens. You can read more about past cohorts of Bundles Scholars [here](#).

Fellow Responsibilities

The Program Development Fellow position at Incite offers a unique opportunity for a graduate student interested in cultivating the public impact of scholarship, specifically by developing meaningful partnerships and relationships with individuals working for change via research or projects at the community level.

Working with Incite Project Manager Madeline Alexander, the Program Development Fellow will support the development and execution of specific initiatives through which Bundles Scholars receive support from the University. The fellow will develop meaningful relationships with the Scholars and will exercise creative latitude as they support the Bundles Scholars' projects in their specific community-based work. These will include a mix of administrative and intellectual responsibilities, for example:

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

- Serve as a resource for Bundles Scholars as they move through their research projects.
- Assist in developing resource packets to support Scholars' learning needs and project goals.
- Meet with Scholars one-on-one to assist them in accessing services and support at Columbia.
- Research potential facilitators for a spring skill-building workshop series.
- Participate in the Incite community, which is composed of academics, artists, activists, and other area specialists.
- Support project manager with email correspondence, information tracking, and other administrative tasks associated with the program.

Fellow Learning Outcomes, Training, and Mentorship

The Incite Program Development Fellow will gain administrative experience in managing and growing the kinds of internal/external university partnerships that typify Incite's work. The fellow will receive hands-on experience navigating Columbia's administrative systems while also thinking outside of the university in order to support the exchange of knowledge with sites in the community. Beyond their work on the Bundles Scholars program, the fellow will have a chance to participate in other Incite initiatives and intellectual activities aligned with their areas of interest. Incite is a unique academic environment that puts both administrative expertise and non-academic forms of expertise on the same axis as traditional academic knowledge. Our approach leads to distinctive projects that are highly adaptive to our team members' strengths and opportunities for organizational expansion as they arise.

The fellow will gain:

- Knowledge of putting alternative models for knowledge production into practice by centering communities and non-academic forms of expertise
- Keen insights into all aspects of building large-scale, national and international projects, from conception, to grant writing, to team building
- Understanding of collective, less hierarchical administrative and research practices
- Understanding of administrative efforts to support, partner, and be responsive to community-based needs
- Editorial and research skills with applications within and beyond higher education

The fellow will meet with their mentor weekly to discuss progress and strategic goals, participate in other meetings with organizational leadership where relevant, and be invited to bi-monthly all-staff lunches in a lively, fun and supportive environment.

Desired Qualifications

- Strong research skills;
- Excellent written and verbal communication skills;
- Creative problem solving;
- Ability to work independently;
- Interest and understanding of activist repertoires of action.

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

Host Office:	Office of Academic Access and Engagement (OAAE)
Position Title	Student Programming Fellow (two positions available)
Fellowship Term	Fall 2025 – Spring 2026 (two terms)
Location	Hybrid (combination of on-campus and remote)
Mentor(s)	Afiya Wilson, Assistant Dean of Academic Access and Engagement

Host Office and Fellowship Position Description

The Office of Academic Access and Engagement (OAAE) 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 OAAE's programs and resources are targeted to the unique needs of students who may be the first in their family to attend college or graduate school, or who may not have had access to intensive research experience in higher education settings. We offer programs and resources that are relevant for all students as we consider issues related to access and engagement together. OAAE's mission is three-pronged:

- Reduce institutional barriers to high-quality graduate education and training, especially for students from backgrounds that are historically underrepresented in higher education or otherwise marginalized;
- Enhance the graduate-student experience to promote intellectual growth and excellence;
- Prepare graduate students from all backgrounds in practices that promote civility, inclusion, and educational equity.

OAAE seeks two fellows, who will co-facilitate the OAAE Research Collective, a yearlong cohort of students conducting research in subjects of particular interest to underrepresented or marginalized communities, ideally engaging in public scholarship.*

**Pending sufficient student engagement*

Fellow Responsibilities

Fellows are expected to:

- Create and advertise the request for applications, review applications, select participants, and extend invitations for the Research Collective
- Plan and schedule activities for the Collective, including a capstone event or activity
- Consult with OAAE to secure space for meetings and other logistics
- Facilitate regularly scheduled meetings with participants in the Collective
- Meet regularly with OAAE staff
- Complete agreed-upon deliverables on deadline

Fellow Learning Outcomes, Training, and Mentorship

Fellows will gain or expand the following administrative skillset:

- Identifying and describing opportunities for public scholarship in their work.
- Designing and facilitating responsive peer-led programming.
- Facilitating scholarly discussions across multiple disciplines and audiences.
- Creating student-facing events and programming.
- Tailoring communications to different audiences.

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

Desired Qualifications

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

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

Host Office	Office for Postdoctoral Affairs and Early Career Research
Position Title	Graduate Fellow
Fellowship Term	Fall 2025, with potential for extension into Spring 2026, subject to funding availability
Location	Hybrid
Mentor(s)	Rosa Chavarro, Associate Director, Office for Postdoctoral Affairs and Early Career Research

Host Office and Fellowship Position Description

[Columbia University's Office for Postdoctoral Affairs and Early Career Research \(OPA\)](#) supports early career researchers through a variety of services, programs, and advocacy initiatives. OPA organizes several career and professional development programs, services, and events each year (e.g., the Academic Application & Early Career Success Series, the Individual Development Plan Program, the Annual Postdoctoral Research Symposium, 1:1 career counseling) to help early career researchers build career management and professional skills, as well as prepare them to successfully transition into the next stage of their career.

OPA aims to cultivate a supportive environment for early career researchers and serves as a liaison between early career researchers and various offices across Columbia. As such, OPA has strong relationships with many University entities (e.g., Columbia University Postdoc Society, Office of Work/Life, International Students and Scholars' Office, the Office of Research Initiatives). Through these relationships, OPA advocates for resources and policies that enhance early career researcher training at Columbia. OPA sends out regular communications with relevant news regarding events, grants, and career-related opportunities.

Fellow Responsibilities

The Graduate Fellow will be an integral part of the OPA team, supporting programs, events, communications, and processes. **The Graduate Fellow will be tasked with:**

- Drafting and scheduling communications for social media, web, and email newsletters, and developing targeted marketing campaigns to increase awareness of University resources and boost engagement and attendance at programs and events
- Planning and managing logistics for a range of in-person and virtual events, including the Academic Application & Early Career Success Series, the Columbia Individual Development Plan (IDP) Program, the Annual Postdoctoral Research Symposium, and the National Postdoctoral Appreciation Week (NPAW)—responsibilities include scheduling, managing event platforms and venues, overseeing communications and outreach, tracking and managing registration and attendance, and supporting day-of execution
- Designing clear and engaging data visualizations—such as graphs, charts, and infographics—for use in outreach materials
- Transcribing interviews for the Researcher of the Month campaign and assisting with the production of posters on College Walk to highlight featured researchers

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

- In addition to the projects listed above, the Graduate Fellow will be encouraged to set professional development goals that align with their interests and support the development of skills in academic administration

Fellow Learning Outcomes, Training, and Mentorship

The fellow will have weekly one-on-one check-ins with the mentor to go over weekly/monthly goals, progress, and challenges. Together, they will determine and regularly reassess priorities based on both the office's needs and the fellow's professional interests. The fellow will be invited to participate in project meetings with other members of the OPA team. The fellow will gain experience in communications, outreach and marketing, as well as event administration.

Desired Qualifications

- Experience/interest in higher education administration, marketing and communications, program management, event planning, and/or human resources
- Strong writing and professional communication skills
- Must be able to interact successfully and with empathy with a wide audience, including postdocs, students, and administrators
- Self-motivation and ability to work independently and exercise sound judgment
- Organizational skills needed; experience with project/event management and data analytics highly desired
- A willingness to learn, flexibility, strong listening skills, and the ability to take direction with a roll-up-the-sleeves attitude are highly desired
- A strong commitment to teaching and mentoring is highly desirable

Host Office	Society of Fellows and Heyman Center for the Humanities
Position Title	Program and Event Development Fellow
Fellowship Term	Fall 2025 and Spring 2026
Location	Hybrid
Mentor(s)	Eileen Gillooly, Executive Director

Host Office and Fellowship Position Description

The Society of Fellows and Heyman Center for the Humanities (SOF/Heyman) is dedicated both to fostering innovative scholarship and to applying the critical, reflective, and interpretive practices of the humanities to address real-world challenges. Through lectures, conferences, readings, performances, workshops, and other forms of engagement, we aim to share thinking and enhance the role of the humanities and the human sciences in serving the public good.

To mark the 50th anniversary of the founding of the Society of Fellows (SOF) in 1975-1976, we are planning a yearlong series of events (“SOF@50: Humanities in the World”), a celebratory website telling the story of the SOF and its evolution to our current identity as SOF/Heyman, and a joint conference with a number of University Seminars whose intellectual interests and concerns currently and historically align with those of the SOF/Heyman. The Program and Event Development Fellow will join the website project already underway, which seeks to highlight how the Society of Fellows has contributed to the intellectual life of Columbia and beyond. The fellow will work closely with others engaged in producing content for this website. In addition, the fellow will work closely with the SOF Alumni Council to develop the program for the culminating conference in April 2026.

Fellow Responsibilities

- Research archives assembled to select documents for inclusion on the website
- Work closely with other project members to design additional content for the website (e.g., milestone timeline, archive, interviews, a GIS map)
- Work closely with the SOF Alumni Council and the SOF/Heyman Executive Director to manage invitations, registrations, hospitality, publicity, and all other aspects of event planning for the April conference (40 panelists and an additional 60 participants expected).
- Support the culminating conference scheduled for April 24-26, 2026.

Fellow Learning Outcomes, Training, and Mentorship

The fellow will hone research skills using both analogue materials and digital archives and, in the process, gain knowledge about the history of the Society of Fellows and its alumni and their impact on humanistic disciplines over the past 50 years. Many of our alumni have not only had illustrious careers but have mentored other fellows over the decades in a variety of capacities, which the website will aim to emphasize. The fellow will gain experience in modes of digital storytelling that expand public engagement—as well as in audio and/or video editing, under the mentorship of the Associate Director for Communications and Special Projects and in collaboration with those working on other areas of this commemorative website, such as the

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

milestone timeline, podcasts, and digital archive. Taking a major role in producing the culminating conference, which will involve coordinating the active participation on panels and discussion groups of approximately 100 attendees, will provide the fellow with extensive experience and skills in producing an academic conference.

Desired Qualifications

- Strong qualitative research skills
- Excellent written and verbal communication skills
- Highly organized and detail-oriented
- Strong interest in the history of the humanities, especially at Columbia
- Interest in the crafting of stories for a broad public
- Experience with digital media and recording
- Experience in conference planning

Host Office	Zuckerman Institute
Position Title	Public Programs Fellow, Neuroscience and Society
Fellowship Term	Fall 2025 with possibility of extending to Spring 2026
Location	Hybrid
Mentor(s)	Melinda Miller, Alissa Mayers, and Diana Li

Host Office and Fellowship Position Description

The Mortimer B. Zuckerman Mind Brain Behavior Institute is an interdisciplinary research institute at Columbia University focused on the mind and brain. Our passionate group of researchers is exploring how the brain develops, performs, endures, and recovers to gain critical insights into human health and behavior for the benefit of people and societies everywhere. The Public Programs team at the Zuckerman Institute (ZI) uses the intersection of science and community to engage scientists and members of the public in a number of dynamic programs that harness the groundbreaking research of the Institute in creative ways for school children, families, after-school groups' and adults.

Public Programs Fellow, Neuroscience and Society

The ZI Public Programs team seeks a fellow to support a grant-awarded project to develop and run a Teacher Institute for Neuroscience and Society (TIFNAS) for middle school STEM educators, providing them with the knowledge, resources, and training they need to introduce their students to interdisciplinary topics that connect neuroscience and society. Using a “train the trainer” approach, teachers participating in the workshops will receive evidence-based resources and will develop the confidence to guide their students to engage in complex conversations about topics like AI in the classroom, adolescent development and mental health, neurodiversity, and decision-making. By supporting educators, we aim to enhance students’ scientific literacy, promote social-emotional learning, and improve STEM performance.

Fellow Responsibilities

- Attend workshop planning meetings, provide administrative and logistical support to program staff and instructors, pre- and post-meeting as well as onsite during the workshop(s).
- Contribute to workshop planning based on areas of interest and/or expertise. The topic for Fall 2025 is “AI in the Classroom.” This may include developing and participating in workshop activities and icebreakers, sharing research-related knowledge, developing slides or teacher worksheets, etc.
- Take notes during the workshops, digest and summarize them to include in teacher resources.
- Highlight teacher questions and resource needs during the workshops; research and find evidence-based resources on those questions/topics (videos, news articles, journal articles) that would be appropriate and accessible for middle school students and/or teachers.
- Assist program staff and instructors in post-mortem review of workshops, organize resources in an online database, present findings.

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

Fellow Learning Outcomes, Training, and Mentorship

The position offers excellent administrative experience working both independently and within a dedicated team of professionals, as well as an opportunity to support the development of new initiatives, data-driven projects, and to hone communication, organization, and problem-solving skills. The fellow will have the opportunity to work in a professional academic environment with a team that interacts with stakeholders across and beyond Columbia, including students, faculty, administrative departments, and teaching professionals. The fellow will develop expertise in communicating with a variety of audiences, including professional correspondence and presentations, and science communication for students, the public, and middle school educators. As the fellow gains experience, they will have increasing opportunities to lead their projects and provide advice and analysis that will shape the direction of these projects long after the semester is over.

The fellow will receive the following training and mentorship:

- Meet one-on-one with mentor(s) weekly or as needed to review progress, goals, and next steps for their project.
- Attend weekly Programs team meetings to better understand how their project fits into the broader aims of the Zuckerman Institute and the full Scientific and Public Programs portfolio, and have opportunities to present their ongoing work and receive feedback.
- Shadow Scientific and Public Programs staff, attend or participate in career development training and public engagement initiatives at the Zuckerman Institute.
- Receive training on programs and platforms required for the projects, such as graphic design/layout, video editing, web editing, data analysis, etc.
- Receive training and guidance on project management, oral and written communication skills for specific audiences, and data collection and analysis.
- Receive training in meeting the needs of diverse stakeholders while addressing key priorities.

Desired Qualifications

- An interest in science public engagement, STEM education, neuroscience, or AI
- A can-do attitude and a willingness to take initiative; ability to work on independent projects with minimal supervision
- Excellent organizational and interpersonal skills (reliable, enthusiastic, detailed-oriented)
- Excellent written and oral communication skills
- Creative problem-solving skills
- Solid skills in Microsoft Office tools (Excel, Word and PowerPoint) and Google Suite (Docs, Sheets, Slides); familiarity with Airtable, Canva, and Adobe Creative suite, or the ability to quickly learn
- **Those with in-person availability for Fall teacher workshop dates are strongly encouraged (October 8, 15, 22, 29; 3:30-8pm)**

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