



Fellowships in Academic Administration

Spring 2026 Fellowship Host Offices

[Center for Teaching and Learning: The Science of Learning Research Initiative \(SOLER\)](#)
[Center for Veteran Transition and Integration \(CVTI\)](#)
[Columbia College and Columbia Engineering Office of the Dean, Student and Family Support \(SAFS\)](#)
[Institute for Comparative Literature and Society \(ICLS\)](#)
[Institute for Research in African American Studies](#) (Development/Philanthropy Fellow)
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[Zuckerman Institute](#)

Host Office	Center for Teaching and Learning: The Science of Learning Research Initiative (SOLER)
Position Title	Digital Content Fellow
Fellowship Term	Spring 2026 and Summer 2026 (both terms preferred)
Location	Hybrid
Mentor(s)	Adam Brown, Associate Director

Host Office and Fellowship Position Description

SOLER is a branch of the Center for Teaching and Learning (CTL) that facilitates scientific efforts to better understand and improve teaching and learning in CU courses. We help faculty conduct relevant research in their own classrooms or in partnership with others by supporting project elements such as study design, data analysis, and dissemination of results. We also develop tools for *learning analytics*—mining data generated by students’ engagement with digital learning platforms. Centralized within CU (like the CTL as a whole), SOLER is well positioned to foster collaborations, support our affiliates, cultivate a scholarly community through events, train the next generation of scholars by recruiting graduate student assistants, and connect our work to the broader academic world. Learn more here: <https://soler.columbia.edu/>.

Fellow Responsibilities

The SOLER Administrative Fellow will collaborate with Associate Director Adam Brown (Mentor) and other colleagues to support a key organizational element of our work beginning in Spring 2026: updating and enhancing the SOLER website.

The fellow will collaborate to develop new content and user-centered structures. Two areas of development are of the highest priority:

- Adapting the content and structure of our new SOLER proposal accelerator workshop program into a self-guided, on-demand form suitable for the website.
- Showcasing our work by creating detailed individual project pages and a browsable project landing page featuring an intuitive, thematic structure.

Fellow Learning Outcomes, Training, and Mentorship

The fellow will gain experience in academic administration working independently but under the close mentorship of Adam Brown as they address a variety of goals crucial for SOLER’s continued development. Doing so will provide the fellow with a unique opportunity to cultivate a range of skills across technical and aesthetic design, written communication, and interpersonal interaction while considering essential organizational elements such as marketing and user experience.

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

The fellow will receive the following training and mentorship:

- Receive mentorship from the Associate Director weekly to discuss progress, questions, and areas for growth.
- Attend occasional team meetings to learn the entire scope of SOLER's work.
- Hone design and writing skills

Desired Qualifications

- Excellent written and verbal communication skills
- Organizational skills and attention to detail
- Ability to work independently and communicate effectively with a variety of stakeholders
- Graphic design skills, familiarity with Canva, and aesthetic sense
- Web design skills (especially familiarity with Drupal) preferred

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Host Office	Center for Veteran Transition and Integration (CVTI)
Position Title	Community Engagement Fellow
Fellowship Term	Spring 2026
Location	Hybrid, 205 Kent Hall
Mentor(s)	David Keefe, Director of Community Engagement at CVTI

Host Office and Fellowship Position Description

The Center for Veteran Transition and Integration improves the lives of veterans, transitioning service members, and their families by collaborating with institutions, organizations, and practitioners to strengthen and integrate cultures of support in higher education and the workplace. To that end, CVTI works with the many veteran serving professionals that support hundreds of thousands of veterans nationwide who are in transition through higher education and into meaningful post-military careers.

A large part of fulfilling this mission is engaging with Columbia's campus community, the thriving neighborhood in which Columbia resides, and the broader city of New York, where thousands of veterans pursue their educational goals. This community engagement is vital to understanding the veteran and military-connected populations' ever-changing needs, adapting to meet those needs, and providing outsized assistance in resource-constrained environments.

The primary opportunity for a CVTI fellow is supporting CVTI's efforts to conduct community listening sessions with campus and regional partners, provide innovative cultural emergence training and programming based on the gaps and needs identified from those listening sessions, then assess outcomes of CVTI's programmatic efforts. The fellow will also have the opportunity to help develop this educational and professional development curriculum based on their own observations and analysis. The fellow will work under the mentorship of the Director of Community Engagement, but also work closely with the entire CVTI team, as needed. At the end of the fellowship period, the fellow will provide an internal report with outcomes and interpretations from their work.

Fellow Responsibilities

- Organize community listening sessions that focus on student veteran support to inform applied practices
- Generate reflective questions, prompts, and talking points for session facilitator
- Develop applied practices and programmatic tools as a result of the listening sessions
- Pilot and implement guides and toolkits with intended audiences
- Create assessment tools to analyze outcomes of these tools and other CVTI programs
- Conduct cross campus surveys, observations, and data collection
- Input information into internal data management software
- Help with everyday tasks as assigned by the Director of Community Engagement
- Support office upkeep and Community Space projects

Fellow Learning Outcomes, Training, and Mentorship

- Gain a broad understanding of the challenges and opportunities facing veteran and military-connected students' and serving professionals' issues.
- Integrate their own experience, expertise, and scholarly work into programmatic outcomes.
- Gain experience in a nonprofit academic center's operations, and be exposed to partnership management and assessment of ongoing programs.

Desired Qualifications

- Interest in the broad field of veteran and military-connected issues and civilian-military relations
- Some familiarity with data management, online learning, survey research, and statistical analysis
- For more information, visit the [Center for Veteran Transition and Integration](https://www.gsas.columbia.edu/content/gsas-fellowships-academic-administration).

Host Office	Columbia College and Columbia Engineering Office of the Dean, Student and Family Support (SAFS)
Position Title	Academic Integrity Fellow
Fellowship Term	Spring 2026
Location	Hybrid
Mentor(s)	Dr. Victoria Malaney-Brown, Director of Academic Integrity

Host Office and Fellowship Position Description

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

The Academic Integrity Fellow will provide support in the continual development of an academic integrity initiative called, “Wear the Crown with Honor” for Columbia College and Columbia Engineering first years, sophomore, juniors, and seniors. The fellow will work with the Director of Academic Integrity to aid in developing academic integrity scenarios and case studies and will assist with creating and facilitating workshops/programs, services, and resources that aim to prevent academic dishonesty. Together with the Director the fellow will also help to begin the design of an integrity academic coaching program that focuses on deconstructing the pressures to perfect, and instead focuses on how to cultivate a culture of courage and accept the possibility of failure in college. The fellow will also attend monthly working group meetings with the Director as well as learn more about holistic student support.

Fellow Responsibilities

The Academic Integrity Fellow will:

- Research best practices in academic integrity (i.e., generative artificial intelligence, syllabus development, and values/integrity/ student success coaching etc.) for program and upcoming workshops
- Assist with some data analysis of academic integrity cases
- Audit and collect data from the CC-SEAS Academic Integrity CourseWorks sites
- Participate in monthly Academic Integrity Working Group Meetings with administrators from across the university and the Director
- Participate in monthly CC-SEAS Integrity Undergraduate Working Group meetings with undergraduates and Director
- May attend monthly the NY Consortium for Academic Integrity professionals
- Shadow the Director of Academic Integrity in student case management integrity reflection meetings when possible
- Help with staffing and programming to support academic integrity workshops, particularly during Integrity Week (February 24-February 28, 2026)
- Possible design of collaborative project with Director based on mutual agreement.

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Fellow Learning Outcomes, Training, and Mentorship

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

Desired Qualifications

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

- Strong writing and organizational skills
- Follows through with project assignments using Google Suite and organizing work files to be shared with the Director
- Strong analytical and quantitative and qualitative data analysis skills;
- Attention to detail;
- Ability to work independently and communicate well with SAFS staff;
- Familiarity with the values of Academic Integrity and program/services for undergraduate students; and
- Enthusiasm about student affairs, academic work, generative artificial intelligence, and teaching ethics.

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

Host Office	Institute for Comparative Literature and Society (ICLS)
Position Title	Social Media & Copy Editor Fellow (<i>Synopsis</i>)
Fellowship Term	Spring 2026
Location	Hybrid
Mentor(s)	Dr. Rishi Goyal, Director of Medical Humanities and Dr. Arden Hegele, Lecturer in the Department of English and Comparative Literature

Host Office and Fellowship Position Description

The Institute for Comparative Literature and Society (ICLS) is an interdisciplinary academic institute consisting of over 100 affiliated faculty members and 250 undergraduate and graduate students. One of the Institute's primary goals is to provide support for cross-disciplinary and cross-regional comparative work, acknowledging the force of recent changes in the humanities, the social sciences, law, architecture, and the performing arts.

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

Fellow Responsibilities

- Liaising with journal advisory board, the editors, and the managing editor
- Promoting new publications from the journal on Twitter and Instagram, as well as managing weekly Mailchimp List
- Building outreach and networks of the journal on social media
- Proofreading and standardizing articles written by regular writers (due each Thursday)
- Assisting with other tasks, including attending Medical Humanities events, photographing, and composing social media posts

Fellow Learning Outcomes, Training, and Mentorship

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

Desired Qualifications

The successful applicant will have a keen editorial eye and an interest in the subject matter. Applicants should be prepared to demonstrate their ability to organize, meet deadlines, and maintain prompt communication in a remote working environment.

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

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Host Office	Institute for Research in African American Studies
Position Title	Development/Philanthropy Fellow
Fellowship Term	Spring 2026 and Summer 2026 (two terms)
Location	Hybrid (Schermerhorn Extension)
Mentor(s)	Jafari Sinclair Allen, Director and Shawn Mendoza, Associate Director

Host Office and Fellowship Position Description

Black Study(ies) at Columbia remains unique because of our more than 100-year-old tradition of humanistic, social-cultural, and political-economic study of and engagement with Black communities—at home in Harlem and around the world—and our multiply constituted collaborative units. Black Study(ies) at Columbia is comprised of: our academic unit, the **Department of African American and African Diaspora Studies (AAADS)**; the founding research and community engagement arm, **Institute for Research in African American Studies (IRAAS)**; our free open-access platform and scholarly journal, **Souls: A Critical Journal of Black Politics, Society, and Culture**; the **Center for Jazz Studies**; and other faculty-focused centers and projects. Dedicated to both the intellectual and creative project of Black Studies in the academy, and the wide-ranging, transnational long Black intellectual tradition beyond institutions that has come to be understood as ‘Black Study’, we activate the academy as one of the interdependent sites of critical engagement for social transformation.

The Black Study(ies) Development/Philanthropy Fellow will focus on advancing the mission and initiatives of Columbia Black Study(ies) in the current moment of change and challenge in academe and philanthropy. The fellow will support the IRAAS director, Black Study(ies) leadership, and AAADS development committee in (A) Recruiting, organizing, and managing (prospective) supporters; and (B) Securing funding and partnerships through key events and initiatives including: (i) The Art of Black Study(ies), Miami; (ii) University Professorship Celebration; (iii) Zora Neal Hurston Lecture; and (iv) IRAAS alumni events in Los Angeles and Oakland, California.

Fellow Responsibilities

- **Grant Management and Strategy:** Assist in the research, writing, and submission of grant proposals to private donors, foundations, and philanthropic organizations. Prepare reports and assist Associate Director in ensuring compliance with current Mellon Foundation requirements.
- **Donor Relations and Stewardship:** Assist staff in tracking progress of (prospective) supporters. Participate in (prospective) donor meetings, site visits, and cultivation events.
- **Project Management and Program Development:** Provide project management support for special Black Study(ies) initiatives and events.
- **Communications:** Assist IRAAS director, IRAAS associate director, and faculty committee in editing content for various platforms, including websites, newsletters, and reports.

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Fellow Learning Outcomes, Training, and Mentorship

The fellowship provides comprehensive training and mentorship designed to foster independence and build a strong foundation for leadership in Black Study(ies), philanthropy, and/or the nonprofit sector.

Learning Outcomes

- Gain practical, hands-on experience in the mechanics of institutional development and capacity building.
- Develop a deep understanding of the intersection of Black Studies, social justice, arts, community engagement, alumni affairs, and philanthropy.
- Enhance key skills in research, project management, and evaluation methods.
- Build a strong professional network through exposure to alumni, leaders in academia, philanthropy, and the nonprofit sector.

Training and Mentorship

- **Professional Development:** Opportunities to operate as professional staff member and representative of Black Study(ies) at Columbia.
- **Mentorship Plan:** The fellow will be assigned a primary faculty mentor (Director of IRAAS) and administrator mentor (Associate Director of IRAAS) and be introduced to prospective secondary and tertiary mentors from partner philanthropic organizations and partners. **Skill Building:** The program will include formal training sessions on effective communication, grantwriting, and navigating systemic change for social transformation.

Desired Qualifications

- Background or familiarity with Black Studies, public policy, non-profit management, or related social justice field.
- Strong research, analysis, and organizational skills, with the ability to synthesize information and manage multiple projects effectively.
- Outstanding writing and editorial skills, with the ability to work in collaboration and on deadline.
- Demonstrated commitment to intersectional racial justice and equity, with an ability to apply insights from the lived experiences of Black communities.
- Outstanding interpersonal skills and an ability to work effectively with diverse partners.
- Demonstrated initiative, and creative problem-solving abilities.
- A commitment to supporting Black people and Black communities.

Host Office	Institute for Research in African American Studies/Department of African American and African Diaspora Studies
Position Title	Community Education Fellow
Fellowship Term	Spring 2026 and Summer 2026 (two terms)
Location	Hybrid (Schermerhorn Extension)
Mentor(s)	Jafari Sinclair Allen, IRAAS Director/AAADS Professor Nyle Fort, AAADS Assistant Professor/Service-Learning Committee Chair

Host Office and Fellowship Position Description

Black Study(ies) at Columbia remains unique because of our more than 100-year-old tradition of humanistic, social-cultural, and political-economic study of and engagement with Black communities—at home in Harlem and around the world—and our multiply constituted collaborative units. Black Study(ies) at Columbia is comprised of our academic unit, the **Department of African American and African Diaspora Studies (AAADS)**; the founding research and community engagement arm, **Institute for Research in African American Studies (IRAAS)**; our open-access platform and scholarly journal, ***Souls: A Critical Journal of Black Politics, Society, and Culture***; the **Center for Jazz Studies**; and other faculty-run centers and projects. Dedicated to both the intellectual and creative project of Black Studies in the academy, and the wide-ranging, transnational long Black intellectual tradition that has come to be understood as “Black Study,” we activate the academy as one of the interdependent sites of critical engagement for social transformation.

The Black Study(ies) Community Education Fellow will have a specific focus on vital public programs and engagement initiatives of Black Study(ies) at Columbia. These include (1) the launch of a Community Freedom School Pilot Program in Spring 2026 and (2) the return of the IRAAS Summer Teachers' and Scholars' Institute in Summer 2026.

Fellow Responsibilities

The fellow will liaise with faculty, community partners/institutions, and community members to bridge the gap between institutional resources and public need—using education as a tool for community building and positive social impact. Responsibilities include:

- Development and launch of Community Freedom School pilot program.
 - Assist AAADS/IRAAS faculty to plan curricula and plan and execute logistics.
 - Manage data entry, track progress, and help ensure projects meet their deliverables and timelines.
- Development and execution of Summer Teachers' and Scholars' Institute (July 2026).
 - Collaborate with IRAAS staff to plan and execute logistics (assist program coordinators to manage faculty invitations and track student registrations, e.g.)
 - Manage data entry, track progress, and ensure timely deliverables.
- Evaluation of public education initiatives.
 - Assist in research or assessments to identify community needs and inform program development.
 - Prepare reports, case studies, and other documentation to evaluate impact.
- Organize and edit content for various platforms: websites, newsletters, and reports.

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Fellow Learning Outcomes, Training, and Mentorship

The fellowship provides comprehensive training and mentorship designed to foster independence and build a strong foundation for leadership in Black Study(ies), community education, Black cultural institutions, and higher education.

Learning Outcomes

- Develop a deep understanding of the intersection of Black Study(ies), community education, and community engagement.
- Gain practical, hands-on experience in the mechanics of community/institutional capacity building.
- Hone key skills in curriculum development, project management, and evaluation methods.

Training and Mentorship

- **Professional Development:** Opportunities to operate as professional staff member and representative of Black Study(ies) at Columbia.
- **Mentorship Plan:** The fellow will be assigned mentors (Director of IRAAS, and AAADS Service-Learning Chair) and be introduced to prospective secondary and tertiary mentors from partner organizations and institutions. Mentors will provide ongoing guidance, professional development advice, and support for career objectives.
- **Skill Building:** The program will include formal training sessions on critical Black Studies intellectual history; program assessment; grantwriting; and navigating systemic change for social transformation.

Desired Qualifications

- Background or familiarity with Black Studies, education, or a related social justice field.
- Strong research, analysis, and organizational skills, with the ability to synthesize information and manage multiple projects effectively.
- Outstanding writing and editorial skills, with the ability to work in collaboration and on deadline.
- Demonstrated commitment to intersectional racial justice and equity, with an ability to apply insights from the lived experiences of Black communities.
- Outstanding interpersonal skills and an ability to work effectively with diverse partners.
- Demonstrated initiative, and creative problem-solving abilities.
- A commitment to supporting Black people and Black communities.

Host Office	Office of Research Initiatives and Development (ORID)
Position Title	Research Data and Infrastructure Fellow
Fellowship Term	Spring 2026
Location	Hybrid
Mentor(s)	R. Yamir Gomez Carrasco, Senior Program Manager

Host Office and Fellowship Position Description

The Office of Research Initiatives and Development (ORID) works across disciplines, schools, and campuses to foster interdisciplinary research collaboration. Traditionally, such interdisciplinary efforts focused primarily on natural scientists, engineers, and medical researchers; increasingly such collaborations also embrace social scientists, humanists, and experts in public health, social work, and education, as well as Columbia’s professional schools of law, business, and policy. ORID supports efforts to secure external funding for such collaborations and administers a seed fund for early-stage research that falls outside the traditional boundaries. ORID also focuses on helping plan and build research infrastructure, such as the Shared Research Computing Facility and the Columbia Nano Initiative facilities.

This fellowship supports ORID’s emerging work to better understand and coordinate Columbia’s shared and core research facilities—critical infrastructure that supports discovery and collaboration across the University. The fellow will assist ORID in building a comprehensive picture of the shared research ecosystem, including how facilities are categorized, tracked, and supported institutionally.

Working closely with ORID staff, the fellow will conduct research, synthesize findings, and help develop internal frameworks and resources to inform ongoing strategic planning.

Fellow Responsibilities

The fellow will contribute to ORID’s work through structured projects and targeted analyses. Responsibilities may include:

- **Information Mapping:** Gather and organize existing information on shared and core facilities across Columbia, using internal documentation, public websites, and available databases.
- **Categorization Frameworks:** Support development of working definitions and typologies for shared and core facilities, informed by peer benchmarking and best practices.
- **Comparative Research:** Examine how peer institutions manage, fund, and govern shared research infrastructure; distill findings into concise internal summaries.
- **Knowledge Systems and Process Review:** Analyze how institutional data on facilities, equipment, and related assets are currently captured and maintained; identify gaps or redundancies in existing processes.
- **Automation and Knowledge Management Exploration:** Support exploration of tools and workflows (including AI-assisted options) to streamline tracking and reporting of shared research assets.

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

- Ad Hoc Project Support: Assist with related research and knowledge-management efforts across ORID as needs arise (e.g., internal briefs, data synthesis, or support for institutional working groups).

Fellow Learning Outcomes, Training, and Mentorship

The fellow will receive structured mentorship from a designated member of the ORID team, with regular one-on-one meetings to establish goals, review progress, and support skill development. The fellowship provides exposure to how research strategy and infrastructure planning are developed within a major research university.

Through this experience, the fellow will:

- Gain an applied understanding of how large research universities manage shared infrastructure and institutional data;
- Strengthen skills in research synthesis, systems analysis, and strategic communication;
- Build familiarity with the landscape of research administration, resource planning, and data governance;
- Develop the ability to translate analysis into actionable insights that inform institutional decision-making.

Desired Qualifications

- Interest in research administration, science policy, or higher education strategy;
- Strong analytical, writing, and organizational skills;
- Ability to synthesize complex information clearly and concisely;
- Comfort working independently and managing multiple tasks;
- Experience with data collection, benchmarking, or knowledge management tools a plus;
- Familiarity with Columbia's research environment or shared facilities is desirable but not required.

Host Office	Office of the Vice Provost for Faculty Advancement
Position Title	Faculty Advancement Fellow
Fellowship Term	Spring 2026
Location	310 Low Library/Hybrid
Mentor(s)	Dima Amso, Vice Provost for Faculty Advancement and Professor of Psychology

Host Office and Fellowship Position Description

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

We anticipate that our fellow will support two primary projects: (1) planning and executing events related to Inclusive Faculty Pathways and 2) assisting with the implementation of the Equity in Graduate Education (EGE) /graduate mentoring workshops. The fellow would also assist with general administrative and communications tasks to help promote the office's programming and projects.

Fellow Responsibilities

For the first project, we will be working on programming and activities connected to the Inclusive Faculty Pathways initiative. This project supports the development of a robust future faculty pipeline through mentorship, professional development, and community-building. It will involve coordinating events, preparing materials, and supporting the Columbia University Pathways Programs summer events, Provost Doctoral and CUNY Fellowships, and other cross-campus collaborations that strengthen connections between graduate education and faculty careers.

- Research into peer schools' programs and related topics
- Assist with data collection and data analysis including drafting literature reviews through extracting and synthesizing data from published academic articles and related sources
- Copy editing and writing

For the second project, we will be working with GSAS as the Columbia representatives in the Equity in Graduate Education (EGE) consortium to assist in planning and implementing workshop(s) focused on best practices in selection processes for awards and fellowships and mentoring. The Fellow will help prepare workshop materials, coordinate communications and outreach, and collaborate with administrative staff.

- Participate in EGE campus team meetings and assist with note-taking and tracking follow-up items
- Create materials for publicizing EGE workshops and other OVPFA programs (news stories, social media posts, etc.)
- Assist with EGE workshops and other OVPFA programs including general administration and event promotion, logistics support.

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

Skills Gained: Team work, Communications, Problem Solving, Organizational skills, Networking, Self reliance, Leadership, Critical thinking, Creativity, Event planning, Data Analysis

Desired Qualifications

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

Host Office	School of General Studies (GS), Dean of Students Office
Position Title	Academic Advising Fellow
Fellowship Term	Spring 2026 (with possible Summer 2026 extension)
Location	Hybrid
Mentor(s)	Lauren Manzino, Assistant Dean of Advising

Host Office and Fellowship Position Description

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

The fellow will have the opportunity to gain a wider understanding of GS school policies and procedures, the GS liberal arts core curriculum, and best practices for advising the general GS undergraduate population as well as students in the international dual BA programs. The fellow will gain experience in student-facing and non-student-facing administrative roles that are essential to the work of the Dean of Students Office. The fellow will also be encouraged to assist with New Student Orientation inclusion sessions and support the GS Academic Resource Center's peer tutoring program with resource development, training for student staff and facilitation of academic coaching/tutoring sessions.

Fellow Responsibilities

- Become familiar with GS core curriculum, major and minor programs, and criteria for degree fulfillment
- Support the onboarding of incoming students and help provide a seamless transition for new students between the Office of Admissions and Academic Advising, including preparing new students for introductory meetings with their assigned academic advisor
- Depending on need, the fellow may have the opportunity to advise students as part of the GS graduate school coaching program, co-facilitate the time management and skills and support group, offer individual academic support sessions through the GS Academic Resource Center (ARC), create/facilitate other academic skills-based workshops, support/facilitate New Student Orientation inclusion program sessions
- In consultation with their mentor and in coordination with office needs, the fellow's interests and professional development goals will be considered when prioritizing responsibilities

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Fellow Learning Outcomes, Training, and Mentorship

In this position, the fellow will gain knowledge about the various aspects of academic advising and support for undergraduate students. They can expect to build an understanding of the GS core, major, and other requirements for completing the Columbia undergraduate degree. The fellow will also become familiar with administrative processes and will gain experience advising and equipping students through our academic support programming.

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

Desired Qualifications

- An interest in working with General Studies students from diverse backgrounds including returning and non-traditional students, international students, dual BA students, transfer students and low-income and first-in-family students seeking an Ivy League degree
- Understanding of and desire to assist office initiatives within the context of student-centered support and success practices and programming
- Teaching experience at the college level
- Strong communication and organizational skills

Host Office	Zuckerman Institute
Position Title	Public Programs Fellow
Fellowship Term	Spring 2026 with possibility of extending to Summer 2026
Location	Hybrid
Mentor(s)	Melinda Miller, Alissa Mayers

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 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.

Fellow Responsibilities

Applicants should indicate in their statement of interest which of the following two options they prefer.

Option 1: Institute Programs – Alumni & Undergraduate Research Initiatives

The Institute is advancing two separate initiatives: (1) engaging ZI alumni – former postdocs, graduate students, and researchers – to build a network that strengthens mentorship, professional connections, and long-term ties to the Institute; and (2) improving access to neuroscience research opportunities for Columbia and Barnard undergraduates. The fellow will support both initiatives, working with the Senior Director to gather information, develop tools, and recommend next steps.

Alumni Network Development

- Compile contact information and employment details of former ZI trainees using HR data, lab manager input, and online sources
- Develop and distribute a survey to assess alumni interest in engagement opportunities
- Summarize findings in a brief internal report with recommendations
- Assist in shaping communications and pilot programming

Undergraduate Research Initiatives

- Map existing neuroscience-related research opportunities available to Columbia and Barnard undergraduates
- Survey student needs and interests, assess laboratory capacity and mentorship expectations, and compile findings in a report
- Support planning for future undergraduate research programming
- Help create an online guide for undergraduates on the ZI website

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Option 2: Public Programs – Communications & Audience Engagement Initiatives

The fellow will support Public Programs' efforts to expand visibility, deepen audience engagement, and strengthen communications across the Institute and the local community. Reporting to the Director of Public Programs, the fellow will contribute to media organization, digital outreach, and storytelling that highlight the reach and impact of our programs.

- Organize digital media assets (photos, videos, past recordings) and create short-form videos or edited clips for use in outreach and publicity
- Assist with Mailchimp newsletters and other digital communications; manage contact lists and databases
- Use program data to draft impact statements and short narrative summaries; assist with small grant proposal writing as needed
- Research potential speakers and their areas of expertise
- Contribute ideas for strengthening audience engagement strategies, particularly for visitors from the local community

Fellow Learning Outcomes, Training, and Mentorship

Both positions offer 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 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
- Receive training and guidance on project management, oral and written communication skills for specific audiences, and data collection and analysis

Desired Qualifications

- A can-do attitude and a willingness to take initiative; ability to work on independent projects with minimal supervision; interest in STEM background not required
- Interest in strengthening bridges between academic research environments and the public, including engaging diverse community audiences
- 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

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