COLUMBIA GSAS

Fellowships in Academic Administration

Spring 2027 Fellowship Opportunities

- Center for American Studies - Freedom and Citizenship Program Graduate Fellow
- Center for Student Success and Intervention (CSSI) - Data and Assessment Fellow
- Center for Teaching and Learning, The Science of Learning Research Initiative (SOLER) - Digital Content Fellow
- Columbia College and Columbia Engineering Office of the Dean, Student and Family Support (SAFS) - Academic Integrity Fellow
- The Institute for Comparative Literature and Society (ICLS) - Social Media Ambassador Fellow
- International Students and Scholars Office (ISSO) - Professional Development Programming Fellow
- Office of the Vice Provost for Faculty Advancement - Communications Fellow

Note

Read each position description carefully. As you decide which position to apply to, consider both the host office and the responsibilities involved in the role. Think about which opportunity will best help you develop professionally.

You might find that the role that is the best fit is in an office you are not familiar with.

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

COLUMBIA GSAS

Fellowships in Academic Administration

Host Office	Center for American Studies
Position Title	Freedom and Citizenship Program Graduate Fellow
Fellowship Term	Spring 2027, with the possibility of renewal for Summer 2027
Location	Hybrid
Mentor(s)	Amanda Lowe, PhD, Executive Director, Freedom and Citizenship Program

Host Office and Fellowship Position Description

Freedom and Citizenship brings first-generation, low-income high school students from around New York City to Columbia's campus for a residential summer seminar based on the syllabus for Contemporary Civilizations. Students work on reading, writing, and time management skills in the summer, and continue during the academic year to create Civic Engagement projects. They also receive mentorship professional college counseling. F&C was founded by Professors Casey Blake and Roosevelt Montás in 2009 and is housed within the Center for American Studies.

The Freedom and Citizenship Program Graduate Fellow will assist in the process of setting up the 2027-28 program, which consists of two primary projects: 1) planning the summer program (including special events, field trips, guest lectures, confirming professors and staff involvement, and preparing summer materials) OR 2) student admissions (which consists of managing the application, collecting application materials, assisting with the admissions committee, and vetting and selecting next years' students).

The fellow will select one of these projects based on their interests and professional development goals.

Fellow Responsibilities

Before the below projects are underway, the fellow will assist with recruitment of our undergraduate staff, which may include: contacting professors, student groups, departments and centers to share our job posting.

Planning the summer program:

- Coordinate with seminar professors to confirm summer availability and organize planning meetings to discuss syllabus revisions and pedagogical changes
- Plan special events for summer programming, including field trips, relevant summer group events run by our campus partners, and generally structure the summer calendar
- Assist in the recruitment of faculty to serve as guest lecturers.
- Prepare summer materials, including student and staff manuals, writing guides, and guides to assist students with the onboarding process

Coordinating Student admissions:

- Coordinate outreach visits to high schools and partner programs
- Join visits to schools and partner programs when available, and may assist in leading a demonstration of the F&C seminar
- Prepare our application announcements (postcard to share with students, Instagram announcement and reminders, updating our website's application guides)

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- Assist preparation of the application within Qualtrics
- Assist with the admissions process by collecting student materials; managing our admissions committee; and assisting with the vetting and selecting student applications
- Prepare a study of admissions data from the last five years to help assess the impact that stipends have had on student recruitment

If the fellow stays on for the summer term, they will also supervise the student onboarding process to ensure that all students have active UNIs, working CUIDs and medical clearance before the first day of the program.

Fellow Learning Outcomes, Training, and Mentorship

Learning outcomes

The Program Fellow will gain experience in a variety of skills, including project and team management; writing and speaking about academic material and pedagogical goals for a public audience; event planning; program coordination and design; editing and managing surveys in Qualtrics; editing, managing and automating Airtable; managing student admissions; vetting student applications for fit and promise, and assisting with the selection process; working with a large team, only a few of whom work within our physical office. They will also gain a greater knowledge of the New York City public school system; learn about other community programs housed on Columbia's campus; gain experience in community outreach; and will help build and strengthen our relationships with partners both within Columbia, across Harlem and at Bard College.

If the fellow continues working with us for the summer term, they may also gain experience working within Columbia administrative systems as well as managing the day-to-day operations of our summer program.

Training and mentorship

Onboarding and training will consist of an overview of the Freedom and Citizenship program and the students we serve, and will. The Executive Director will provide clear training and guidance on the specific goals and skills needed to complete the project the Fellow selects. The Fellow and ED will develop a timeline for completing the project, including a system for tracking Fellow's progress. The Fellow will meet once to twice a week with the ED, join weekly planning meetings with Center for American Studies administrative staff, and will have opportunities throughout the term to meet with the current Graduate Coordinator and our undergraduate staff. The ED will work closely with the Fellow to help solve issues, adjust the workload to their strengths, work style, personality, and aspirations.

Desired Qualifications

- Experience managing a long-term project OR planning events
- Experience working with a diverse group of people, OR living in a different culture than your own
- Experience working with students, either as the primary instructor or as a teaching assistant
- General experience with Airtable, Excel or Google Sheets would be helpful

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COLUMBIA GSAS

Fellowships in Academic Administration

Host Office	Center for Student Success and Intervention (CSSI)
Position Title	Data and Assessment Fellow
Fellowship Term	Spring 2027, with the possibility of renewal for Summer 2027
Location	Hybrid, Watson Hall
Mentor(s)	Denee Jenkins, MS, Director of Student Success and Intervention

Host Office and Fellowship Position Description

The Center for Student Success and Intervention (CSSI), part of Columbia University Life, supports students from across the University by helping them navigate university resources, connect with appropriate services, and access support during times of personal, academic, or financial need. As a student-centered office, CSSI works closely with campus partners to strengthen outreach, improve resource coordination, and support student well-being through responsive programs, referrals, and engagement efforts.

The Student Affairs Data & Assessment Fellow will explore how the CSSI uses quantitative and qualitative data to understand student needs, assess programs and services, and inform decision-making. Working alongside CSSI staff, the fellow will examine data related to student engagement, program participation, basic needs resources, service utilization, and student feedback to identify trends, gaps, and opportunities for improvement.

Fellow Responsibilities

- Review and analyze quantitative and qualitative data related to CSSI programs, student engagement, basic needs resources, and service utilization.
- Identify trends, patterns, and opportunities to strengthen programs, outreach, and student support services.
- Support program assessment efforts by organizing and interpreting student feedback, participation data, and other relevant information.
- Develop simple dashboards, visualizations, spreadsheets, or summaries to communicate findings and support decision-making.
- Contribute to shorter-term projects that provide insight into CSSI's operations, programming, and student support initiatives.
- Prepare a brief end-of-term report with key findings, observations, and recommendations for future planning.
- Participate in relevant CSSI meetings, University Life initiatives, and internal professional development opportunities.

Fellow Learning Outcomes, Training, and Mentorship

The fellow will gain hands-on experience in Student Affairs administration, applied research, program assessment, data analysis, and evidence-informed decision-making. Through their work, they will learn how Student Affairs professionals use both quantitative and qualitative information to better understand student experiences, evaluate services, and identify opportunities for improvement. The fellow will also strengthen transferable skills in data

visualization, critical thinking, communication, collaboration, and translating findings into practical recommendations.

The fellow will be mentored by Denee Jenkins, Director of Operations and Engagement, and will meet regularly to review project progress, discuss findings, and connect their work to their academic and professional interests. The fellow will be introduced to CSSI team members, included in relevant meetings, and will have opportunities to engage with colleagues across University Life. They will also have access to University Life's internal training series to develop both technical and interpersonal skills alongside other University Life professionals.

The fellowship is designed to balance independent work, hands-on learning, and professional development while providing meaningful exposure to how data and collaboration inform Student Affairs practices. By the end of the semester, the fellow will have completed an applied assessment project and gained experience communicating findings that can support institutional planning and student success.

Desired Qualifications

Strong candidates will bring some combination of the following:

- Interest in higher education, Student Affairs, applied research, program assessment, public policy, social sciences, or related fields.
- Curiosity about how quantitative and qualitative data can inform programs, services, and institutional decision-making.
- Strong organizational, analytical, and communication skills.
- Comfort working with spreadsheets and organizing information, or an interest in developing these skills.
- Ability to identify patterns, synthesize information, and communicate findings clearly.
- Ability to work independently while collaborating effectively with a team.
- Interest in understanding student experiences and improving student support services.

COLUMBIA GSAS

Fellowships in Academic Administration

Host Office	Center for Teaching and Learning, The Science of Learning Research Initiative (SOLER)
Position Title	Digital Content Fellow
Fellowship Term	Spring 2027, with the possibility of renewal for Summer 2027
Location	Hybrid (Butler Library)
Mentor(s)	Adam Brown, PhD, 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 Digital Content Fellow will collaborate with Associate Director Adam Brown (Mentor) and other colleagues to support a key organizational element of our work beginning in Fall 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.

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.

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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

COLUMBIA GSAS

Fellowships in 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 2027
Location	Hybrid, 601 Lerner Hall
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
- Support with set up and review of 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 8-February 12, 2027)
- 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.

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Fellowships in Academic Administration

Host Office	The Institute for Comparative Literature and Society (ICLS)
Position Title	Social Media Ambassador Fellow
Fellowship Term	Spring 2027, with possible renewal for Summer 2027
Location	Hybrid
Mentor(s)	Dr. Rishi Goyal and Dr. Arden Hegele

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 a social media ambassador for ***Synapsis: A Health Humanities Journal***. Co-founded in 2017 by Medical Humanities faculty Dr. Rishi Goyal and Dr. Arden Hegele, *Synapsis* 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 members of the editorial team
- Building the social (and traditional) media profile of *Synapsis* by attending Medical Humanities events, photographing, and composing social media posts
- Creatively building outreach and networks of the journal on social media, and finding ways to make measurable improvements in reach, influence, and followers
- Refreshing the design of the *Synapsis* website with modern (AI) web development tools
- Promoting new publications from *Synapsis* on Twitter and Instagram, as well as managing weekly Mailchimp List
- Filming and promoting short videos of *Synapsis* writers on social media

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.

At the beginning of the fellowship, the Fellow will be onboarded to the journal through a synchronous meeting with *Synapsis* co-editors, the volunteers at the journal, and with a graduate student who has formerly worked in the role. Once the Fellow is initiated into *Synapsis* operations, communications will mostly take place asynchronously (by email). The editorial team will schedule in-person meetings as needed.

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 hybrid/remote working environment.

- Excellent written and verbal communication skills, especially on social media and web design platforms (e.g. Instagram, Twitter/X, Wordpress, Elementor)
- Highly organized, analytical, and detail- oriented;
- Ability to work independently and communicate effectively with transdisciplinary faculty;
- Interest in exploring pressing global issues.

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COLUMBIA GSAS

Fellowships in Academic Administration

Host Office	International Students and Scholars Office (ISSO)
Position Title	Professional Development Programming Fellow
Fellowship Term	Spring 2027 , with the possibility of renewal for Summer 2027
Location	Hybrid (ISSO, Armstrong Hall)
Mentor(s)	James Lee, MA, Assistant Director, International Student Professional Development Programming

Host Office and Fellowship Position Description

Columbia University's International Students and Scholars Office (ISSO) supports, upholds, and enhances the global vision of Columbia University. ISSO serves the international population at the University with broad-based immigration expertise through exemplary, effective, and empathetic service. ISSO offers programs and services that facilitate a successful transition and adjustment to the US and Columbia University, foster a vibrant and inclusive community, provide professional development, and promote global engagement.

The Professional Development Programming Fellow will assist with the ongoing development and promotion of ISSO GLASS, a leadership and professional development program, which services Columbia's international community. The fellow will work closely with members of the ISSO Programming Team as well school/departmental stakeholders and the populations served through ISSO. This position will not be involved in immigration advising or related services.

Fellow Responsibilities

- Contribute to a roster of potential session/workshop facilitators to grow the program portfolio
- Develop and deliver a relevant workshop/session/course/offering as part of the schedule of ISSO GLASS program offerings
- Design and produce a schedule of LinkedIn posts that reflect the goals of the ISSO GLASS program
- Produce a series of marketing materials and reports measuring participation and learning outcomes

Fellow Learning Outcomes, Training, and Mentorship

The experiences will focus on the behind-the-scenes planning and preparation of managing a professional development program that serves a globally diverse population. The fellow will be immersed in intercultural team work and have opportunities to learn about and apply intercultural communication skills as well as public speaking skills.

Training will include general onboarding to the larger ISSO and more specifically to the operations of the Programming Team. There will be specific time allotted to ensure the fellow is trained in the use of office systems, platforms and software

used by the ISSO Programming Team. Additionally, the fellow will participate in the "Introduction to ISSO GLASS" and "Introduction to Cultural Intelligence" sessions.

There will be weekly individual check-in meetings and the fellow will also be part of weekly Programming Team meetings. The fellow will work a partial day (approximately 4 hours) in the office each week, with the flexibility to complete their remaining 6 hours remotely. The fellow will be invited to other ISSO staff meetings and/or training as appropriate.

Desired Qualifications

- Required: Experience living in a culture other than your home culture
- Required: Experience using and maintaining a presence on LinkedIn
- Preferred: Proficiency in two or more languages
- Preferred: Experience giving presentations and speaking in front of groups

COLUMBIA GSAS

Fellowships in Academic Administration

Host Office	Office of the Vice Provost for Faculty Advancement
Position Title	Communications Fellow
Fellowship Term	Spring 2027, with the possibility of renewal for Summer 2027
Location	Hybrid, Low Library
Mentor(s)	Brent Wells, PhD, Associate Provost for Faculty Advancement Caitlin DeClercq, PhD, Director, Faculty Advancement Initiatives

Host Office and Fellowship Position Description

The Office of the Vice Provost for Faculty Advancement is committed to supporting Columbia faculty at all career stages as they navigate the evolving challenges of academic life and strive for professional success. Our efforts are guided by the conviction that faculty flourish best within a climate that values community, encourages collaboration, and promotes academic innovation. In support of this work, we partner across the University to advance faculty development and support faculty success. This looks like: actively listening to faculty needs, responding with a range of supports, building meaningful connections between faculty, and celebrating faculty success. Critical to each of these actions is the need for intentional, strategic communication with a range of stakeholders.

To support this work, our office is looking for a creative and enthusiastic Fellow in Academic Administration to serve as our Communications Fellow. This Fellow would help our team define, plan, and execute a new communications plan spanning a range of modalities including direct emails, digital newsletters, website, word of mouth, and social media. This project will be the primary focal point for our fellow for the Spring 2027 semester.

Fellow Responsibilities

In addition to participating in (and sharing project updates at) weekly team meetings, the FAA will partner with the OVPFA team to:

- Develop a communications strategy and an actionable communications outreach calendar. Implement specific strategies with suggested rhythms, goals, and topics for all media, and iterate based on engagement
- Design uniform, engaging templates for emails, newsletters, and social media posts to ensure a consistent and effective look across all platforms with the goal of attracting the attention of faculty and increasing attendance at events and readership of newsletters and communication materials
- Liaise with the broader Provost Communications Council as a representative for OVPFA and a thought leader on Provostial web presence and communications coordination across multiple vice provosts offices
- Draft website posts and newsletter features for selected events and topics
- Define metrics to assess the effectiveness of communications strategies

These activities will be executed through a combination of planning meetings with OVPFA staff and independent work, with clearly defined weekly milestones and goals. As needed, the OVPFA team will connect the Fellow with administrators in the Office of the Provost who do similar communications work for informational interviews and skill-building and will also provide

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support for learning and engaging with platforms such as Mailchimp, Canva, Instagram, and LinkedIn.

While meetings are typically held in person in Low Library, independent work may be completed remotely as desired and as arranged with the OVPFA team.

Fellow Learning Outcomes, Training, and Mentorship

Through a combination of team and 1/1 meetings with the OVPFA team and mentors, as well as additional development-centered activities (informational interviews, independent skill-building and research, shadowing staff in workshops and presentations), the Communications Fellow will develop, leverage, and/or strengthen the following skills:

- Project design, planning, and management
- Strategic communications approaches and templates
- Visual and verbal communication across a range of media, including blog and short format writing
- Web layout and management
- Social media direction and management
- Implementation assessment
- Familiarity with platforms including: Canva, Mailchimp, LinkedIn, and Instagram

Our mentorship approach will be centered on setting clear expectations, providing ample opportunities for 1/1 support and guidance, including the fellow in staff meetings, and scaffolding opportunities to learn and communicate in service of project and professional development goals. All of the above will be inflected by the specific interests and needs of the fellow.

Desired Qualifications

- Prior experience with program development, communications, and/or assessment preferred but not required
- Experience developing compelling communications