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| <b>Host Office</b>     | Center for Veteran Transition and Integration (CVTI) |
| <b>Position Title</b>  | Community Engagement Fellow                          |
| <b>Fellowship Term</b> | Summer 2025                                          |
| <b>Location</b>        | Hybrid, 205 Kent Hall                                |
| <b>Mentor(s)</b>       | David Keefe, Director of Community Engagement        |

### 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 and then provide innovative cultural competence training based on the gaps and needs identified from those listening sessions. 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

- Assist organizing community listening sessions that focus on administrators who serve student veterans:
  - Collect information and help create rubrics for the session facilitator
  - Adapt various assessment tools, including online surveys for listening sessions
  - Organize information collected from listening sessions to be categorized under community engagement metrics
- Assist administering the CU Veteran Partnership for Student Support:
  - Connect with CU partners for information about summer meetings and initiatives
  - Assist with coordinating meetings
  - Gather information to set the agenda
  - Assist facilitating 2-3 meetings
- Assist with everyday tasks as assigned by the Director of Community Engagement, including inputting data and contributing to Office and Community Space projects



## Fellowships in Academic Administration

### Fellow Learning Outcomes, Training, and Mentorship

- Gain a broad understanding of the challenges and opportunities facing veteran and military-connected students and professionals serving these populations.
- 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, and/or general community engagement programs.
- 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).