

Host Office	GSAS Writing Studio
Position Title	Program Administration Fellow
Fellowship Term	Summer 2025
Location	In-person: 319M/321 Lehman Library
Mentor(s)	Lauren Sperandio Phelps, 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 Fellow will run the Studio's weekly Pomodoro sessions: two-hour blocks of facilitated co-working and accountability (25 minutes of work + 5-minute break), offered in a hybrid mode. 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.

In addition, the GSAS Writing Studio Program Administration Fellow will lead a summer-long web design project, in coordination with the Director and Assistant Director. The goal of this project will be to enhance the user experience and resources available on the GWS website and may include the following:

- Research layout, content, and scope of writing support program websites of similar institutions
- Draft copy for existing and new website components such as program descriptions, expectations, and FAQs based on research and best practices
- Design and update existing website, in accordance with GSAS and Columbia communication standards for content and style

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
- Attend one-on-one progress and professional development meetings bi-weekly, to be scheduled with mentor upon acceptance of position

Fellow Learning Outcomes, Training, and Mentorship

Program Administration Fellows typically participate in bi-weekly staff development meetings during the regular academic year, which provide in-depth training in graduate writing support, as well as insight into designing and facilitating a responsive, peer-led writing-support program. The summer fellow will coordinate with their mentor to select an area of interest in which they



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would like to receive additional training related to academic writing, student success, or educational administration to be discussed during bi-weekly one-on-one mentor meetings.

The fellow will also receive individual mentoring focused on planning and conducting their research and web design project. 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
- Experience with or interest in web design and writing for digital spaces
- 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:
 - Monday, 2-4pm
 - Tuesday, 10am-12pm
 - Wednesday, 10am-12pm
 - Thursday, 2-4pm