

Host Office	Office of Research Initiatives and Development (ORID)
Position Title	Research Development and Faculty Support Fellow
Fellowship Term	Summer 2025
Location	Hybrid
Mentor(s)	Greg Culler, Executive Director of Research Partnerships and Initiatives

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

The fellow will support ORID's pilot effort to develop programming that strengthens institutional support for faculty seeking external funding, helping to better position Columbia researchers to identify and compete effectively for extramural funding across sectors, including government, foundations, and industry. The fellow will support the design, development, and implementation of this programming and will work with ORID team members to generate both live and asynchronous resources.

Fellow Responsibilities

The fellow will contribute to ORID's programming and research development efforts through a combination of structured projects and discrete tasks. Responsibilities will include:

- Supporting the planning and coordination of a new webinar series for faculty, led by university experts and staff, on topics such as foundation funding, limited submission programs, industry partnerships, and alternative funding pathways;
- Assisting with the development of supplementary materials and tools, including pre-recorded videos, guides, templates, and curated resource libraries;
- Conducting research on peer institution practices to inform the structure and delivery of pilot faculty support efforts;
- Helping design and implement strategies for assessing the effectiveness and usability of new programming, including mechanisms for collecting and synthesizing faculty feedback;
- Providing support on other tasks as needed to advance the office's broader objectives.

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 fellow will also participate in internal meetings and gain exposure to academic and research administration practices at an R1 research university.

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

Through this fellowship, the fellow will:

- Develop applied experience in research and academic administration;
- Strengthen skills in project management, strategic communication, and faculty engagement;
- Gain familiarity with the landscape of external research funding and the institutional mechanisms that support it;
- Build capacity to develop programming and resources that are informed by data and best practices.

Desired Qualifications

- Interest in research development, higher education administration, or academic strategy;
- Strong writing, organizational, and communication skills;
- Ability to manage tasks independently and work collaboratively across teams;
- Demonstrated attention to detail and ability to balance multiple responsibilities;
- Experience with program coordination, event logistics, or resource development is a plus;
- Familiarity with faculty research or external funding environments is welcome but not required.

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