



Fellowships in Academic Administration

Host Office	Dean of Students Office, School of General Studies (GS)
Position Title	Academic Advising Fellow
Fellowship Term	Summer 2025 (with possible Fall 2025 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 core curriculum in the liberal arts, 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

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



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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 support and success practices and programming
- Teaching experience at the college level
- Strong communication and organizational skills