



## **Summer 2026 Fellowships in Academic Administration**

[GSAS Writing Studio, Program Administration Fellow](#)

[Incite Institute, Grant Writing and Program Development Fellow](#)

[The Institute for Comparative Literature and Society \(ICLS\), Social Media and Copy Editor Fellow](#)

[Institute for the Study of Sexuality and Gender, ISSG Editorial Fellow](#)

[MA/MSc in International & World History Program, Graduate Program Administration Fellow](#)

[Society of Fellows and Heyman Center for the Humanities, Oral History Interviewer and Website Content Research Fellow](#)

For more information about the GSAS Fellowships in Academic Administration, including the link to the online application, visit

<https://www.gsas.columbia.edu/content/gsas-fellowships-academic-administration>.

<b>Host Office</b>	GSAS Writing Studio
<b>Position Title</b>	Program Administration Fellow
<b>Fellowship Term</b>	Summer 2026, with possible renewal for Fall 2026
<b>Location</b>	319M/321 Lehman Library
<b>Mentor(s)</b>	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 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 resource development project, in coordination with the Director and Assistant Director. The goal of this project will be to enhance the on-demand resources available on the Writing Studio website and may include the following:

- Research layout, content, and scope of online writing resources from other Columbia programs and/or similar institutions
- Identify areas of interest for new resource modules and draft materials based on existing Writing Studio materials and/or independent research
- Design and update existing website resources, 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
- Meet with Writing Studio staff for regular progress updates and professional development

### Fellow Learning Outcomes, Training, and Mentorship

Program Administration Fellows receive professional development 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 would like to receive additional training related to academic writing, student success, or educational administration.

The fellow will also receive individual mentoring focused on planning and conducting their research and resource 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

<b>Host Office</b>	Incite Institute
<b>Position Title</b>	Grant Writing and Program Development Fellow
<b>Fellowship Term</b>	Summer 2026, with possible renewal for Fall 2026
<b>Location</b>	Hybrid or In-Person (depending on fellow preference)
<b>Mentor(s)</b>	Evan McCormick (Director of Research) and Madeline Alexander (Associate Director)

**Host Office and Fellowship Position Description**

[Incite Institute](#) is an interdisciplinary social science and humanities institute at Columbia University. Our mission is to create knowledge for public action, to catalyze conversations that lead to more just, equitable, and democratic societies. We design research projects to tackle the biggest social questions and challenges of our time, in ways that impact and are shaped by communities directly facing those challenges. In the process, we build partnerships that allow diverse forms of knowledge outside of the university to shape intellectual life at Columbia.

Incite Institute projects are marked by inventive forms of connection and collaboration between scholars, students, artists, activists and others from inside and outside the academy. In recent years we have executed more than a dozen grant-funded projects supported by major foundations including NIH, NEH, Ford, Mellon, MacArthur, Robert Wood Johnson, Omidyar Network, among others. We are home to a half-dozen centers and distinct initiatives, including Columbia Oral History, the Trust Collaboratory, the Social Study of Disappearances Lab, the Assembling Voices Fellowship, the Global Change Program, and the Hard Questions Initiative, among others.

The FAA position at Incite offers a unique opportunity for a graduate student interested in cultivating the public impact of scholarship, specifically by honing skills for project development and grant writing.

**Fellow Responsibilities**

The Grant Writing and Program Development Fellow will be responsible for providing administrative and conceptual support to the expansion of our interdisciplinary research and programmatic universe. The fellow will collaborate with Incite’s Associate and Research Directors and other organizational leadership in assisting in the development of funding proposals for new and existing projects and programs that expand Incite’s distinctive approach to elevate all forms of expertise from outside and within the university. As such, the fellow will:

- Research, develop, write, prepare, and submit letters of intent and grant proposals for non-profit, corporate, and private foundation grants in collaboration with the Associate and Research Directors.
- Identify new opportunities for collaboration with community partners and potential funders within and beyond New York City
- Participate in leadership conversations to identify new projects and to expand existing projects into new communities and unexpected domains
- Contribute to the development of our messaging for internal and external stakeholders

- Write and edit grant proposals for projects that are seeking further financial support by the Fall 2026, including Assembling Voices program and the Global Change Program.

### **Fellow Learning Outcomes, Training, and Mentorship**

The fellow will gain administrative experience in managing and growing the kinds of internal/external university partnerships that typify Incite's work. As a member of the Incite team, the fellow will work with Associate Director Madeline Alexander and Incite Director of Research Evan McCormick to cultivate this increasingly valuable dimension of research and public-facing scholarship. The fellow will receive hands-on experience navigating Columbia's grant systems while also thinking outside of the university in order to support the exchange of knowledge with sites in the community. Beyond their work on program development, the fellow will have a chance to participate in other Incite initiatives and intellectual activities aligned with their areas of interest.

Incite is a unique academic environment that puts non-academic forms of expertise on the same axis as traditional academic knowledge. Our researchers, students, artists, activists, and others from outside the academy, learn from and inspire one another through intellectual and creative encounters. Our approach leads to distinctive projects that are highly adaptive to our team members' strengths and opportunities for organizational expansion as they arise.

The fellow will gain:

- Knowledge of grant writing and development of alternative revenue models
- Editorial and research skills with applications within and beyond higher education
- Knowledge of putting alternative models for knowledge production into practice by centering communities and non-academic forms of expertise in program development
- Keen insights into all aspects of building large-scale, national and international projects, from conception, to grant writing, to team building
- Understanding of administrative efforts to support, partner, and be responsive to the balancing of community-based needs and academic work

The fellow will meet with their mentors weekly to discuss progress and strategic goals, participate in other meetings with organizational leadership where relevant, and be invited to periodic all-staff lunches in a lively, fun and supportive environment.

### **Desired Qualifications**

- Strong research skills;
- Excellent written and verbal communication skills;
- Creative problem solving;
- Ability to work independently

<b>Host Office</b>	The Institute for Comparative Literature and Society (ICLS)
<b>Position Title</b>	Social Media and Copy Editor Fellow
<b>Fellowship Term</b>	Summer 2026, with possible renewal for Fall 2026
<b>Location</b>	Hybrid
<b>Mentor(s)</b>	<a href="#">Dr. Rishi Goyal</a> and <a href="#">Dr. Arden Hegele</a>

**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 social media/copy editor 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 the managing editor
- Promoting new publications from the journal on Twitter and Instagram, as well as managing weekly Mailchimp List
- Building outreach and networks of the journal on social media
- Proofreading and standardizing articles written by regular writers (due each Thursday)
- Assisting with other tasks, including attending Medical Humanities events, photographing, and composing social media posts

**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.

**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 remote working environment.

- Excellent written and verbal communication skills;
- Highly organized and detail- oriented;
- Ability to work independently and communicate effectively with transdisciplinary faculty;
- Interest in exploring pressing global issues.

<b>Host Office</b>	Institute for the Study of Sexuality and Gender
<b>Position Title</b>	ISSG Editorial Fellow
<b>Fellowship Term</b>	Summer 2026
<b>Location</b>	In-person, some hybrid (763 Schermerhorn Ext)
<b>Mentor</b>	Sarah Monks, Associate Director

### Host Office and Fellowship Position Description

The Institute for the Study of Sexuality and Gender (ISSG) is the locus of interdisciplinary feminist and queer scholarship and teaching at Columbia University. From its inception, the scholarly mission of ISSG has been clear: to promote deep scholarship of the highest intellectual standards, cultivate innovative thinking and approaches to key questions in the field, and foster institutional transformation.

As we approach the 40<sup>th</sup> anniversary of our founding in November 2026, we would like to create an artistic booklet to celebrate the occasion. The summer fellow would work with our institutional archives, which includes a 2016 oral history project, to weave images and stories into a printed booklet giving an overview of our first 40 years. This project will involve guided and independent research, interviewing faculty, curating images, writing, and creative vision.

### Fellow Responsibilities

- Review the archive materials and develop an organizational plan and timeline for the project
- Identify key faculty, arrange and conduct interviews
- Identify important images and stories; develop a cohesive theme
- Design the layout for the final project and prepare for production

### Fellow Learning Outcomes, Training, and Mentorship

The fellow will be given access to founding documents of the Institute to learn about the evolution of ideas, proposals and direction of this relatively young field of study. The fellow will be mentored by Sarah Monks, a visual artist and academic administrator. The Director of ISSG will also provide insight and guidance throughout the project. The archive is held in the departmental offices and the libraries. The fellow will have the opportunity to meet with librarians and experts in the artbook field.

### Desired Qualifications

- Knowledge of and commitment to the field of Gender and Sexuality Studies
- Creativity and an eye for visual art. Must have or be willing to attain basic graphic design skills.
- An interest in archival work, documentation, and storytelling.
- Ability to work independently, manage time, and accept collaborative input on project.

<b>Host Office</b>	MA/MSc in International & World History Program
<b>Position Title</b>	Graduate Program Administration Fellow
<b>Fellowship Term</b>	Summer 2026, with possible renewal for Fall 2026
<b>Location</b>	Hybrid (515 Fayerweather Hall)
<b>Mentor(s)</b>	<a href="#">Dr. Line Lillevik</a> , MA Program Director

**Host Office and Fellowship Position Description**

The [MA/MSc in International & World History program](#) is a two-year dual degree based in the History Department where students spend the first year at Columbia University and the second year at the London School of Economics, receiving master's degrees from both schools. The program provides rigorous training with emphasis on analytical thinking, research, and writing with a final 15,000-word thesis based on detailed empirical research.

The MA/MSc program accepts students with diverse backgrounds and interests from all over the world, with about 25 students per cohort. They pursue a wide variety of research projects and graduates of the program go on to a diverse array of professional careers in academia, government and civil service, non-profit organizations, journalism, finance, and more. About one-quarter of the students enter PhD programs or further professional training.

The fellow will assist primarily with MA program development projects as described below. We also seek assistance for a study on how to further enhance the graduate-student experience to promote intellectual growth and excellence, including input on curriculum development of the core course Research Skills & Methods. The program office runs about a dozen events annually to support student development, including a spring PhD Application panel that the fellow will help to mount.

**Fellow Responsibilities**

The Graduate Program Administration Fellow will have the opportunity to contribute to the following tasks and projects (adjusted to the fellow's interests and professional development goals):

Communications and outreach:

- Expand the program's social media presence
- Write content for the program's website
- Prepare communications via email and social media; update email listservs
- Assist with maintaining databases, including alumni career database

Academic program administration:

- Research into comparable MA programs, for a study on how to further enhance the graduate experience to promote intellectual growth and excellence
- Assist with the admissions process
- Support with the PhD fellowship application workshop

- Curriculum development for core course Research Skills & Methods
- Provide support in developing alumni survey
- Assist with administrative and logistical tasks as they arise

**Fellow Learning Outcomes, Training, and Mentorship**

The fellow will come away with:

- A deep understanding of academic program development and management
- Administrative skills and experience that can be transferred to a variety of professional contexts, both within higher education and beyond
- Skills in social media networking and marketing
- Experience with curriculum development
- Experience developing student-facing events and programming
- Skills in navigating and fostering relationships with alumni, students, faculty, and campus offices, all with a focus to further enhance the student experience

The fellow will receive training and mentorship from the MA/MSc team with weekly meetings to discuss progress, questions, and areas for further learning. The fellow will work both independently and under mentorship of the Program Director, Line Lillevik, and the Program Manager, Julia Bender. Also, in coordination with office needs, the fellow's interests and professional development goals will be considered when prioritizing responsibilities.

**Desired Qualifications**

- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to organize work time, prioritize tasks, and manage projects efficiently
- Ability to work independently as well as collaboratively, and communicate effectively
- Experience with Canva or other graphic design software

<b>Host Office</b>	Society of Fellows and Heyman Center for the Humanities
<b>Position Title</b>	Oral History Interviewer and Website Content Research Fellow
<b>Fellowship Term</b>	Summer 2026, with possible renewal for Fall 2026
<b>Location</b>	Hybrid
<b>Mentor(s)</b>	Eileen Gillooly, Executive Director

**Host Office and Fellowship Position Description**

The Society of Fellows and Heyman Center for the Humanities (SOF/Heyman) is dedicated both to fostering innovative scholarship and to applying the critical, reflective, and interpretive practices of the humanities to address real-world challenges. Through lectures, conferences, readings, performances, workshops, and other forms of engagement, we aim to share thinking and enhance the role of the humanities and the human sciences in serving the public good.

To mark the 50th anniversary of the founding of the Society of Fellows (SOF) in 1975-1976, we have developed an oral history archive, a library exhibit, and a celebratory website that tells the story of the SOF and its evolution to our current identity as SOF/Heyman, highlighting the contributions made by the Society of Fellows to the intellectual life of Columbia and beyond. The Oral History Interviewer and Website Content Researcher will develop this story further by continuing to build the oral history archive and producing new content for websites associated with SOF@50 (SOF/Heyman, Society of Senior Scholars, and Friends of the Heyman Center). Such content might include a digital record of the library exhibit, a GIS map of Fellows whereabouts, profiles of short-term visiting scholars (e.g., Heyman-Hub Fellows, Edward W. Said Fellows, and Wm. Theodore de Bary Distinguished Visiting Fellows), and short excerpts of the many events documented in our audio and video archives for posting on our websites and YouTube channel.

**Fellow Responsibilities**

Summer 2026:

- Research materials to include on the websites
- Work closely with the Executive Director in selecting materials to be uploaded to the websites
- Conduct Zoom interviews with SOF Alumni Fellows, as well as visiting Fellows, for inclusion on the websites and for our digital archives and, where appropriate, University archives.

Fall 2026:

Continue the work begun in Summer 2026

**Fellow Learning Outcomes, Training, and Mentorship**

The fellow will hone research skills using both analogue materials and digital archives and, in the process, gain knowledge about the history of the Society of Fellows and its alumni and their impact on humanistic disciplines over the past 50 years. Many of our alumni have not only had illustrious careers but have mentored other Fellows over the decades in a variety of capacities,

which the website will aim to emphasize. The fellow will gain experience in modes of digital storytelling that expand public engagement—as well as in audio and/or video editing.

**Desired Qualifications**

- Strong qualitative research skills
- Excellent written and verbal communication skills
- Highly organized and detail-oriented
- Strong interest in the history of the humanities and their engagement with other disciplines, especially at Columbia
- Interest in the crafting of stories for a broad public
- Experience with digital media and recording and editing