

Internship Details

College or University: **Graduate School of Arts & Sciences, Columbia University**

Office: **Department of Statistics, MA Programs**

Internship Position Title: **Higher Education Intern**

Hours per Week: 20 hours a week

Compensation: \$23 per hour

Internship Start Date: 08/15/2024

Internship End Date: 05/21/2025

With a high possibility of a returning offer for an internship appointment in the following academic semester or year.

Does the posting depend on funding decisions that will be made later in the year (state yes or no): NO

Supervisor Details

Supervisor Name/s: Dood Kalicharan

Supervisor Title: Director of Academic Administration and Finance

Supervisor Phone: 212-851-2130

Supervisor Email: dk@stat.columbia.edu

Supervisor Office Location: Room 1003 SSW

Information for Individual Students Should Send Application To

E-mail : ma.stat@columbia.edu

Deadline: Apply by May 20th, 2024. Applications are reviewed on a rolling basis.

To apply, please email your resume and state your qualification/interest within a paragraph in your email. Make sure to update your email subject to "Higher Ed Intern Application for the MA Statistics Program"

Job Description and Duties:

The MA in Statistics Program in the Department of Statistics at Columbia University is looking for a motivated Higher Education Intern to join our MA team in supporting a thriving masters program at the Graduate School of Arts & Sciences. This role would be an ideal fit for someone looking to gain well-rounded exposure within the functional areas of higher education including, but not limited to, student affairs, academic affairs, career development and alumni relations. This internship provides exposure to faculty, graduate students and key administrators within the department, as well as potentially across the university.

Primary responsibilities of the Higher Education Intern will be in the areas of student life, career development and alumni relations. In this role, the intern will help organize events like admission info sessions, orientation, graduation, student/alum socials, alumni and employee panels, alumni/student mock interviews and other events that serve the needs of the program's students and alumni. The intern will carry out creative data collection from event attendees to get feedback. The intern will help engage the student reps, supporting their professional growth training. The intern will also help review and update contents used in student recruitment and on the MA program website related to program information, career development, events, and alumni relations.

Supervision and Job Duty Requirements

Who are we?

The MA Team is a lean and highly collaborative team. The core of everything we do is about supporting our students and providing them with an exceptional experience in the MA Statistics program. We provide supportive programming throughout the year, with an emphasis on academic excellence, networking, and professional growth.

Who are you?

The successful intern will be enthusiastic and highly motivated with a keen interest in understanding how to best support large academic programs. We are looking for someone who has some experience with education data collection and/or analysis, academic administration, program/event planning, and working with student populations. You must have strong computer skills with proficiency in MS Office and Google Suite of productivity tools. Additional preferred qualifications include:

- Demonstrated interest in and knowledge of the field of higher education
- Excellent writing and communication skills
- Detail oriented, highly organized and responsible.
- Ability to create surveys and analyze survey results (proficient and comfortable using excel)
- Intellectual curiosity, motivation and a desire to learn-on-the job
- Must be a self starter and have the ability to work independently and with a team
- Marketing, design and/or social media skills a plus

- Experience working with international student populations is also a plus

Supervision

Intern supervision includes weekly check-ins with a member of the MA admin team. Informal mentoring will occur throughout the academic year. Additionally, the intern will connect with the Department Chair and DAAF at touch bases of progress on a semi-regular basis.

Project goals and responsibilities can be reviewed and adjusted as appropriate throughout the academic year to ensure an optimal learning experience for the intern.
