

Internship Details

College or University: Columbia School of Social Work

Office: Office of Admissions

Internship Position Title: Graduate Admissions Assistant

Hours per Week: 20

Remuneration for Full Academic Year: \$9,600.00

Internship Start Date: 9/1/2024

Internship End Date: 5/15/2025

Can this internship be done remotely? (state yes or no) no

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: Marlene Leo

Supervisor Title: Director of Admissions

Supervisor Phone: 212.854.0039

Supervisor E-mail: m.leo@columbia.edu

Supervisor Office Location: 1255 Amsterdam Avenue, RM 517

Department Website: <https://socialwork.columbia.edu/admissions>

Information for Individuals Students Should Send Application To

Name 1: Marlene Leo

E-mail 1: m.leo@columbia.edu

Name 2:

E-mail 2:

Name 3:

E-mail 3:

Job Description and Duties: The Graduate Admissions Assistant, reporting to the Associate Director, plays a key role in various aspects including recruitment, event planning, communication creation, and data management for the Master's of Social Work program at Columbia School of Social Work. This role involves coordinating both on- and off-campus recruitment activities such as information sessions, outreach fairs, and targeted engagement and yield events. Additional responsibilities include responding to phone and email inquiries from visitors, prospective students, applicants, and admitted students, as well as welcoming guests to the Admissions Office and directing them to the appropriate contacts.

The Graduate Admissions Assistant may conduct tours of the CSSW building for admitted students and manage social media channels related to the Office of Admissions. Further tasks involve assisting in application document processing and managing the CRM system (Technolutions Slate), conducting initial reviews of MSW program applications, and supporting application processing.

This role may also involve other assigned ad hoc duties as needed.

Additional Information: This position is ideal for an individual who is interested in enrollment management, graduate admissions, social media, or event planning. Qualifications desired: excellent writing, communication and interpersonal skills. Technical skills preferred: proficiency in Microsoft Office, Google Suite, Slate (or other student information systems). The individual should be comfortable with public speaking and possess the ability to work independent of direct supervision. The Admissions team seeks individuals who can multitask, work under pressure, and operate efficiently in a culturally diverse group environment.