

### Grad Assistantship Details

College, University or Organization:	Columbia School of Social Work
Office:	Office of Student Life
Internship Position Title:	Graduate Coordinator, Office of Student Life
Hours per Week:	20 hrs./week
Remuneration for Full Academic Year:	\$15,600 (OR equivalent to \$20/hr. for 20 hrs./week)
Internship Start Date:	Monday, August 5, 2024 (flexible, can start in July 2024)
Internship End Date:	Friday, May 30, 2025 (flexible, can work through Summer 2025)

**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:	Ana Angeles
Supervisor Title:	Associate Director of Student Leadership & Engagement
Supervisor Phone:	AA – 212-851-2358
Supervisor E-mail:	<a href="mailto:Ana.angeles@columbia.edu">Ana.angeles@columbia.edu</a>
Supervisor Office Location:	Office of Student Life at School of Social Work - 1255 Amsterdam Ave., Rm. 524 <a href="http://blogs.cuit.columbia.edu/csswstudevents/">http://blogs.cuit.columbia.edu/csswstudevents/</a>
Department Website:	<a href="https://socialwork.columbia.edu/content/student-life">https://socialwork.columbia.edu/content/student-life</a>

### Information for Individuals Students Should Send Application To

Name 1:	Ana Angeles
E-mail 1:	<a href="mailto:Ana.angeles@columbia.edu">Ana.angeles@columbia.edu</a>

### Job Description and Duties:

The Office of Student Life at Columbia School of Social Work is seeking a graduate coordinator to work closely with the Associate Director of Student Leadership & Engagement, who oversees the Office of Student Life at the School. The Graduate Coordinator role involves a variety of responsibilities, including:

- Coordinating and executing events and projects (ex. Wellness Week, Community Week, Annual Gala)
- Assisting with coordinating and planning Spring, Fall, and Summer Orientation, including Orientation Leader recruitment, training, and management.
- Advising 10-15 student groups and student government committees, including providing leadership training, workshops, and event guidance.
- Assisting in coordination of affinity graduations, working closely with Affinity Graduation Committees.
- Supporting program-specific and/or office-wide assessment projects. Conduct research using benchmarking and trendsetting techniques with other colleges, universities, and Columbia Schools.
- Providing operational support, including answering communications, tracking RSVPs, and ordering catering.
- Developing promotional materials, creative campaigns, and publications.
- Other duties as assigned

### Required Qualifications:

- Organizational, communication, and interpersonal skills: highly organized, can manage multiple tasks, deadlines, and priorities simultaneously. Strong verbal and written communication skills. Ability to build relationships and work collaboratively.
- Proficiency with computer software and technology (Microsoft Office, Canva, Google Suite).
- Experience or interest in event planning (virtual and/or in-person) and student affairs.
- Solid foundational knowledge of social justice.