

Internship Details

College or University: Columbia University

Office: University Life

Internship Position Title: Graduate Assistant for Student Life

Hours per Week: 20

Remuneration for Full Academic Year: \$21.00 per hour

Internship Start Date: August 2024

Internship End Date: May 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: Stephanie Busch

Supervisor Title: Assistant Director for Student Life

Supervisor Phone: 212-853-1627

Supervisor E-mail: sb4378@columbia.edu

Supervisor Office Location: Kent 203

Department Website: <https://universitylife.columbia.edu/>

Information for Individuals Students Should Send Application To

Name 1: Stephanie Busch

E-mail 1: sb4378@columbia.edu

Name 2: Jennifer Haastrup

E-mail 2: jh4818@columbia.edu

Name 3: Niko Crawford

E-mail 3: nrc2136@columbia.edu

Job Description and Duties:

Position Summary

University Life was created to develop and enhance the student experience at Columbia University. Working in collaboration with students, faculty, and staff, University Life focuses on enhancing the student experience by strengthening resources, policies, and conversations, and building community outside of the classroom. Our efforts all connect to core values for the Columbia community:

- Inclusion and belonging
- Health and well-being
- Sexual Respect
- Community Citizenship

University Life is a central division that works with Columbia's 17 schools and colleges and serves as a student life hub. We are committed to promoting a diverse

and inclusive campus culture where students can thrive in all dimensions of their lives. We focus on connecting students to each other, to the broader University and surrounding community, and to opportunities beyond their schools.

Responsibilities:

Working closely with University Life's Student Life team and other members of the University Life office, the Graduate Assistant will work on several key projects (and other duties as assigned). The office hires a number of graduate students and will assign focus areas of either student activities or inclusion and belonging based on skills and interests:

- **Student Events** - Staff and plan major events hosted by University Life such as Awakening Our Democracy, signature events, and support fulltime staff on University Life Events Council advisement and programming.
- **Inclusion & Belonging** - Assist in programming and initiatives that focus on themes of inclusion and belonging such as the Campus Conversations, The Graduate Initiative, the Social Justice Mini-Grant Program, Success Workshops and various committees.
- **Well-Being / Sexual Respect Programming** - Support and manage Wellbeing Days and Study Breaks; support programs under the Sexual Respect and Community Citizenship Initiative.
- **University Life Ambassador Program** - Support full-time staff with training, engaging, and managing University Life Ambassadors
- **Club/Student Advising** - Serve as direct advisor for various identity, cultural and religious student groups housed under the Inter-School Governing Board (IGB)
- **Orientation and Welcome Home Columbia** - Support in school orientations and resource fairs, and plan and support other Welcome Home Columbia programming.
- **Marketing & Media** - Create promotional flyers, event descriptions, and work closely with the communications team within the office.

Additional Information:

Minimum Requirements: :

- Graduate assistants will be paid \$21/hour for approximately 20 hours per week throughout the academic year.

- The Assistantship will run from August 2023 through May 2024, with the possible opportunity to start earlier and/or extend to the summer and the following year.
- *Candidates must be in good academic and disciplinary standing with the University.*
- Ideal candidates will have experience and interest in student affairs and student development and are ready to join a fast-paced office environment.
- Applicants must be currently enrolled graduate students in the New York area.
- Graduate assistants will also work on many other projects on a rolling basis and we are looking for candidates that are flexible, creative and have the ability to work both independently and in groups.
- Hybrid work is possible based on office needs and GA availability