

Internship Details:

College, University or Organization: Teachers College, Columbia University

Office: Office of Admission

Internship Position Title: Administrative Fellow

Hours Per Week: 15

Remuneration for Full Academic Year: \$18/hr + 6 tuition points for academic year (3 for the fall term, 3 for the spring term)

Internship Start Date: September 2024

Internship End Date: May 2025

Posting Summary:

The Office of Admission is seeking an Administrative Fellow.

Job Summary/Basic Function:

Job Summary and Basic Function

The Office of Admission is seeking a highly motivated and detail-oriented student to join our team as an Administrative Fellow (AF). The Administrative Fellow will have direct exposure to a potential career field and hands-on work experience by contributing to advanced-level administrative projects within the department. This position requires a commitment of **a minimum of 15 hours/week**.

Position Duties/Responsibilities

The AF will primarily be responsible for performing academically relevant, advanced-level support services, projects and tasks under the direction of the departmental supervisor. These responsibilities; include but not limited to:

- Support the general operations of the department
- Assist with coordinating projects within the department. This may include organizing project timelines, tracking progress, and ensuring deliverables are met
- Assist with the developing, planning, coordinating and implementation of programs or initiatives within the department including supporting program development, managing logistics, and communicating with participants or stakeholders
- Assist with website maintenance, communications, and database management
- Conduct research and analysis on topics relevant to the department's operations or projects to support various initiatives
- Under the direction of the departmental supervisor, respond to inquiries and handle communications with internal and external stakeholders
- Perform other duties as assigned
- Additional: Working closely with prospective students to field questions and facilitate the application process via telephone, email, and in-person counseling sessions. This may include assisting in our Welcome Center and answering telephone calls, as needed.
- In cooperation with admission staff, helping to plan and execute recruitment and yield events, including on-campus information sessions, prospective student Open Houses, and Admitted Student Day.
- Leading Information Sessions (on-campus, virtual, etc.) as part of our Campus Visit Program.
- Assisting with the management and review of applications for admission.

- Representing Teachers College at on-campus, virtual, and off-campus recruitment events, as schedule allows. This includes talking individually with students as well as presenting at group information sessions.
- Completing additional projects related to recruitment, yield, and application operations and processing, as needed, throughout the admission cycle.
- Supporting the development and implementation of recruitment and yield activities.
- Serving on the social media committee, to help develop content for the Office of Admission social media platforms.

*Both U.S. Citizens and international students are eligible for this position.

This position is eligible for 3 tuition points per semester taxable tuition remission.

Documents required for consideration

Resume

Cover letter

Applications with missing documents will not be considered

Scheduling

Student work schedules are based upon the needs of the department and the student's academic schedule. Students should discuss their schedule with the hiring manager/supervisor during the interview process. Hiring managers/supervisors will make every attempt to accommodate students' needs.

Work Limitations

During the academic year students may not hold appointments or any combination of appointments totaling more than 27 hours per week (International students may work up to 20 hours).

Student Learning Outcomes - Student employees will have the opportunity to develop and/or build on the following competencies while working in this position:

- Career and Self-Development
- Leadership
- Professionalism
- Communication
- Teamwork
- Critical Thinking
- Technology (Software or equipment)
- Diversity, Equity & Inclusion

Minimum Qualifications:

- Must be a TC student currently enrolled in a degree program and taking at least 5 credits
- Must be able to abide by Teachers College academic and personnel policies and guidelines, including FERPA, Student Confidentiality Agreement and the Student Privacy Requirements

- A minimum commitment of 2 semesters
- Must be able to commit to work the required minimum number of hours
- Proficiency in Microsoft Office, Google Workspace, Social Media
- Strong interpersonal, collaborative, and communication skills
- Strong presentation skills
- Excellent time management and organizational skills
- Strong computer, research and presentation skills
- Ability to work independently
- Strong attention to detail to ensure accuracy
- Must be able to work collaboratively with others, contribute to a positive team environment, and build effective working relationships
- Ability to effectively prioritize tasks, manage multiple projects simultaneously, and meet deadlines.
- Ability to complete assigned projects with minimal supervision
- Ability to be flexible and adaptable
- Additional: Comfort working with a diverse student population.
- Flexibility and willingness to adjust to the priorities and needs of the office based on the admission cycle.
- Ability to successfully manage multiple projects simultaneously.
- Strong organizational, communication, writing, and critical thinking skills.
- Comfort working both independently and as a member of a team.
- Ability and willingness to work shifts in the office.

The Administrative Fellow is expected to maintain the professional standards of the Office of Admission and TC. They must show discretion in working with confidential and sensitive information regarding students.

The Administrative Fellow and supervisor will meet regularly to discuss progress of responsibilities and all other areas related to the internship.

Preferred Qualifications:

Experience, skills, education/field/degree area

Salary Range:

\$18.00/hr + 6 tuition points for academic year (3 for the fall term, 3 for the spring term)

Work Modality:

Student Employee - Onsite

Questions?

If you have any questions, please contact Michelle Dieguez (MD4348@tc.columbia.edu) for more information.