

Internship Details

College or University: Teachers College

Office: TC NEXT Career Office

Internship Position Title: Administrative Career Fellow

Hours per Week: 15 minimum 20 maximum

Remuneration for Full Academic Year: \$18+/hour (Non-Exempt – Timesheet required)

Internship Start Date: August 2024

Internship End Date: May 2025

Can this internship be done remotely? (state yes or no) No, onsite only.

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: Tiffany Garcia

Supervisor Title: Associate Director, Coaching & Programming

Supervisor Phone:

Supervisor E-mail: tag2179@tc.columbia.edu

Supervisor Office Location: Suit 157

Department Website: <https://www.tc.columbia.edu/tcnext/>

Information for Individuals Students Should Send Application To

Name 1: Tiffany Garcia

E-mail 1: tag2179@tc.columbia.edu

Name 2:

E-mail 2:

Name 3:

E-mail 3:

Job Description and Duties:**Job Summary and Basic Function**

TC NEXT is seeking a highly motivated and detail-oriented student to join our team as an Administrative Career Fellow. The Administrative Career 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 career 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 front desk support, student & faculty inquiries.

- 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

Administrative Career Fellow

- Welcome students & alumni to the office and share general services to get students started on their career journey.
- Support special projects alongside the Associate Director including content origination, training initiatives, faculty classroom presentations.
- Lead classroom career introduction workshops
- Support drop-ins twice a week to support Career Peer work
- Offer a weekly coaching allocation to meet with students 1:1
- Work with student club initiatives to support GSLD & TC NEXT collaborations
- Requirements: Available to commit to training 1 week before the start of the semester

**All positions are onsite and responsibilities are to be carried out in TC NEXT Career Office*

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

This position is eligible for [taxable tuition remission](#).

Additional Information:

Student Learning Outcomes

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

- Note: unchecked competencies will not be included on the final posting

- Please select the competencies students will have the opportunity to develop or build on while working in this particular position. See [NACE Competencies](#) for

definitions and examples of each competency

<input checked="" type="checkbox"/> Career and Self-Development	<input checked="" type="checkbox"/> Leadership
<input checked="" type="checkbox"/> Professionalism	<input checked="" type="checkbox"/> Communication
<input checked="" type="checkbox"/> Teamwork	<input checked="" type="checkbox"/> Critical Thinking
<input type="checkbox"/> Technology (Software or equipment)	<input checked="" type="checkbox"/> Diversity, Equity & Inclusion

Minimum Qualifications

Please select the applicable minimum qualifications

- Attend Career Training 1 week before start of the semester Week of August 26
- Must have been awarded federal work-study for the term in which a work-study position is being sought
- 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 number of semesters
- Previous experience (if applicable)
- 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
- Ability to work as part of a team
- Ability to handle multiple tasks simultaneously
- Ability to complete assigned projects with minimal supervision

Preferred Qualifications (if applicable)

Experience, skills, education/field/degree area

Please select the applicable preferred qualifications

Documents required for consideration

- Resume
- Cover letter
- Additional:

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.