

INTERNSHIP DETAILS

College, University or Organization: Columbia Business School

Office: Office of Student Affairs

Internship Position Title: Graduate Assistant

Hours per Week: 20

Remuneration for Full Academic Year: \$20 an hour, 20 hours per week

Internship Start Date: Monday, August 3, 2026

Internship End Date: Friday, May 14, 2027

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: Ana Campoverde

Supervisor Title: Director, Inclusive Engagement

Supervisor Phone: 212-854-1969

Supervisor E-mail: ac5012@gsb.columbia.edu

Supervisor Office Location: Geffen Hall, Room 472 (Manhattanville Campus)

Department Website: <https://students.business.columbia.edu/office-of-student-affairs/office-student-affairs-team>

INFORMATION FOR INDIVIDUAL STUDENTS SHOULD SEND APPLICATION TO

Name 1: Ana Campoverde

E-mail 1: ac5012@gsb.columbia.edu

Name 2: Denise Boneta

E-mail 2: dmb2239@gsb.columbia.edu

JOB DESCRIPTION AND DUTIES

The Office of Student Affairs at Columbia Business School (CBS) supports the academic and community experience for MBA, Executive MBA and MS students by creating an environment in which all students feel a sense of belonging, agency, and partnership in co-creating their optimal student experience. The Office of Student Affairs is composed of five teams that work collaboratively to enhance the student experience: Academic Advising and Student Success, Student Life and Engagement, Inclusive Engagement, Programs and Events, and Operations and Student Services.

Reporting to the Director of Inclusive Engagement, the Graduate Assistant for Engagement will support programming, communications, and administrative efforts in relation to the promotion of wellbeing and inclusive engagement initiatives.

Key Responsibilities

Programmatic Support

- Support the development and implementation of program components for the Phillips Pathway for Inclusive Leadership (PPIL) program, including community service and experiential learning opportunities that connect leadership principles to meaningful, real-world community impact.
- Identify and develop new PPIL workshop opportunities to deepen student engagement, including session design, learning objectives, facilitation materials, facilitator collaboration, assessment tools, and structured feedback delivery.
- Gather and synthesize participant feedback at the conclusion of each academic semester and recommend enhancements to strengthen the program's effectiveness, scalability, and overall reach.
- Support the implementation of programming efforts related to well-being, including executing annual events, designing new engagement opportunities, and aligning initiatives with the University's central wellness approaches.

Communications

- Support the maintenance of the Phillips Pathway for Inclusive Leadership (PPIL) program's CampusGroups page, ensuring events are accurately tagged, categorized, and compliant with PPIL event guidelines.
- Support the development and refinement of PPIL communication templates, guides, and toolkits to help students, staff, and faculty align events with the program's learning goals and leadership competencies.
- Contribute to building a cohesive communications approach for well-being initiatives, including visual language, tone, messaging, and day-of event best practices.

General Administrative Support

- Participate in OSA meetings as needed and provide updates on ongoing projects.
- Support day-to-day administrative tasks including preparing materials and coordinating logistics for events and communications projects.
- Assist in maintaining organized records of communications and program content.
- Provide logistical support for Inclusive Engagement programming, including day-of support.

Through close collaboration, the Graduate Assistant will receive ongoing mentorship and coaching while developing core professional competencies, including experience designing and launching leadership programs; building resources and tools for engagement; managing stakeholder engagement; practicing project management through timelines, priorities, and deliverables across multiple initiatives; analyzing insights and translating data into actionable program improvements.

Minimum Qualifications

- Must be a matriculating student in a degree-granting program.
- Excellent written and visual communication skills.
- Strong interpersonal skills; ability to collaborate with diverse teams.
- Self-motivated, organized, and able to work independently.
- Ability to multitask and manage competing priorities.

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N/A