

Internship Details

College or University: Columbia Engineering (SEAS)

Office: Data Science Institute - Student Affairs

Internship Position Title: Student Affairs & Program Operations Intern

Hours per Week: 15

Remuneration for Full Academic Year: \$7,500.00/academic year

Internship Start Date: September 1st, 2026

Internship End Date: May 14, 2027

Can this internship be done remotely? No (flexibility for certain days/projects)

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: RobertKramer

Supervisor Title: Associate Director Admissions & Academic Affairs

Supervisor Phone: 212-853-4636

Supervisor E-mail: rk3281@columbia.edu

Supervisor Office Location: Mudd 407A (Mudd Building; Morningside Campus)

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

Information for Individuals Students Should Send Application To

Name 1: Robert Kramer

E-mail 1: rk3281@columbia.edu

Name 2: Jacqueline B. Kishel

E-mail 2: jbk2187@columbia.edu

Name 3: Taylor Reyes

E-mail 3: tr2685@columbia.edu

Job Description and Duties:

The Data Science Institute (DSI) at Columbia University is a world-leading institute advancing research and education in the emerging field of data science. The Student Affairs & Program Operations Intern will support a range of initiatives for the Master of Science in Data Science (MSDS) program. This internship provides an opportunity to gain hands-on experience in graduate student affairs, program operations, and student engagement within a large interdisciplinary academic program.

Reporting to the Associate Director of Admissions and Academic Affairs, the intern will assist with student support initiatives, community-building programming, and operational projects that enhance the graduate student experience for the MSDS population. This position is ideal for graduate students interested in student affairs, higher education administration, graduate student engagement, or program operations, especially within STEM-focused academic programs.

Key Responsibilities

- Support response to general student inquiries related to academic policies, program requirements, deadlines, and student resources, and assist with managing the program's shared student affairs inbox and weekly newsletter.
- Support planning and coordination of student events focused on community building and professional development for MS Data Science students.
- Assist with logistics for major program initiatives and events such as orientation, networking events, workshops, and academic programming.
- Maintain and update alumni placement data and assist with basic reporting or visualizations related to alumni outcomes.
- Support and maintain the Campus Connections platform, which connects students with faculty research opportunities.
- Assist with student affairs projects and program operations as needed.

Additional Information:

This internship offers hands-on experience in graduate student affairs within a STEM-focused academic program at a large research school. The intern will work closely with the Data Science Institute's Student Affairs team and will gain exposure to areas such as student engagement, event coordination, program operations, and alumni outcomes tracking.