

### **Internship Details**

College or University: Teachers College, Columbia University

Office: TC NEXT

Internship Position Title: Student Employment Administrative Fellow

Hours per Week: 15-20

Remuneration for Full Academic Year: \$18/hour (up to \$9,000 per AY + 3 points tuition remission)

Internship Start Date: Sept. 9, 2026

Internship End Date: May 10, 2027

Can this internship be done remotely? 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: Karina W. Arias

Supervisor Title: Assistant Director of Student Employment

Supervisor Phone: 212-678-3024

Supervisor E-mail: Kw2730@tc.columbia.edu

Supervisor Office Location: Teachers College, TC NEXT bldg 528

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

### **Information for Individuals Students Should Send Application To**

Name 1: Karina W. Arias

E-mail 1: Kw2730@tc.columbia.edu

Name 2:

E-mail 2:

Name 3:

E-mail 3:

### **Job Description and Duties:**

**Administrative Fellow - Student Employment**

### **Job Summary and Basic Function**

TC NEXT is seeking a highly motivated and detail-oriented student to join our team as an Administrative Fellow (AF). The Administrative Fellow: Student Employment will have direct exposure to student employment through hands-on work experience by supporting TC students and contributing to advanced-level administrative projects within the department. This position requires a commitment of a minimum of 15-20 hours/week.

### **Position Duties/Responsibilities**

This position is designed to provide the candidate with an additional training opportunity to enhance their skills, competencies, and experiences achieved through their academic preparation.

The AF will primarily be responsible for performing relevant, advanced-level support services, projects and tasks under the guidance of the Assistant Director of Student Employment.

**General responsibilities include, but are not limited to:**

- Support events to promote on-campus student employment
- Updating and maintaining internal and external student employment resources, including website content, documents and shared drive
- Assist with managing and maintaining the student employment Canvas course
- Produce written or visual content that promotes Student Employment events and initiatives through emails, flyers, newsletters, presentations and web content
- Assist with creation of student employment newsletters
- Conduct short informational sessions and hold weekly drop-in hours for current student employees and students searching for on-campus opportunities
- Under the direction of the Assistant Director, respond to incoming inquiries via email and telephone regarding on-campus student employment at TC
- Assist with coordinating student employment awards; This may include organizing timelines, tracking progress, and ensuring internal deadlines are met
- Assist with the developing, planning, coordinating and implementation of programs or initiatives including supporting program development, managing logistics, and communicating with participants or stakeholders
- Support the general operations of the TC NEXT office
- Maintain regular office hours and attend student staff team meetings
- Perform other duties as assigned

\*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 (exception: Generally, international students may not exceed 20 hours in all positions combined).

**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
- Must be able to commit to work the required minimum number of hours
- Must be able to work collaboratively with others, contribute to a positive team environment, and build effective working relationships
- Proficiency in Google Workspace apps, Canvas, Social Media
- Strong interpersonal, collaborative, and communication skills
- Excellent time management and organizational skills
- Strong computer, research and presentation skills
- Ability to work independently
- Strong attention to detail to ensure accuracy
- 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

#### Preferred (but not required) qualifications

- Related experiences or skills (e.g. student employment, student or career services, financial aid, HR)
- Working knowledge of Canva and/or other design software app for promotional materials

- Experience with Zoom event creation and facilitation (set up, breakout rooms, recording, transcriptions, etc.), Learning Management Systems (ideally Canvas), and CMS systems (ideally 12Twenty)
- Interest in student affairs, HR, and/or adult/higher education

**Additional Information:**