

The Office of University Life Fellows Program

We are pleased to announce the launch of the University Life Fellows Program. Student fellows will work with leadership in the Office of University Life to develop and implement university-wide programs aimed at cultivating community and inclusion at Columbia.

University Life Fellows will support established initiatives and help generate new programs for the student community at Columbia. Their responsibilities will include:

- Giving feedback about and creating awareness campaigns for the student community that address important student life issues such as mental health and well-being, diversity and inclusion and sexual respect, to name a few.
- Developing and executing small-scale, informal programs that can enhance the community-building, social activities we offer to students. Examples include: Wellness Days events, study break activities.
- Serving as thought-partners in development of future projects and initiatives, providing student perspectives and experiences about the campus community; conducting research on possible new initiatives.
- Supporting University Life large-scale programs and initiatives (Sexual Respect and Community Citizenship Initiative; Race, Ethnicity, and Inclusion Task Force, and others) including promotion via social media platforms, researching and identifying educational materials, outreach and education to student community about University Life initiatives, developing or providing feedback on marketing materials.
- Serving as student ambassadors for the Office of University Life and representing the Office at a number of student functions including orientation fairs and other events throughout the year.

The Office is seeking enthusiastic students who are interested in student life and want to make a positive contribution to the broader student community. Fellows will be given the opportunity to provide leadership on key student life issues.

Position details:

- University Life Fellows will be paid \$15/hour for approximately 8-10 hours per week. Schedules will be set based on individual class schedules, and work will be a combination of in-office hours and remote work via email.
- Start date – August 28, 2017 to help with orientation.
- Application - To be considered for the program, interested candidates should submit a complete application by 5 pm on May 31, 2017 to universitylife@columbia.edu. Complete applications will include:
 - Resume
 - Letter of Interest (limit: one page). In your letter of interest, please describe how your experiences as a student here at Columbia have uniquely prepared you for the

Fellowship Program, describe your potential for developing professionally from the fellowship, and share with us your thoughts on key student life issues.

- Letter of recommendation. The letter of recommendation can be from a teacher, advisor, employer, friend or coworker. Those writing a letter of recommendation should describe the applicant's readiness for the fellowship and potential for developing professionally within the program.

The Office of University Life is seeking up to four Fellows for the 2017-2018 academic year. The office will conduct interviews of finalists either in person or online in of June.

About the Office of University Life

Columbia University, one of the world's leading academic institutions, is the size of a small city – one with a uniquely engaged and pluralistic membership. At the Office of University Life, our focus is directly on University as community, with special attention to student life across Columbia's many schools. We convene students, faculty and administrators to work together on issues that need our attention -- from inclusion and belonging to mental health and wellness, sexual respect and gender-based misconduct prevention, and much more. For more information visit <http://universitylife.columbia.edu>.