**Spring 2023 Assistantship Positions**

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| **TA positions** | | **Course Name** | **Supervisor/**  **Hiring Manager** |
| 1 | [EMPA U6310](#TABookmark) | Quantitative Techniques | Stuart Ward |
| 2 | [ENVP U8201](#TABookmark) | Financial Management | Rebecca Koike |
| 3 | [INAF U6016](#TAU6016) | Cost-Benefit Analysis | Eva Weissman |
| 4 | [INAF U6017](#TABookmark) | International Trade | Benjamin Mandel |
| 5 | [INAF U6018](#TAU6018Waldman) | International Finance & Monetary Theory | Daniel Waldman |
| 6 | [INAF U6018](#TABookmark) | International Finance & Monetary Theory | Richard Clarida |
| 7 | [INAF U6301](#TAU6301) | Corporate Finance | Deborah McLean |
| 8 | [INAF U6326](#TABookmark) | Renewable Energy Project Finance Modeling | Haydn Palliser |
| 9 | [INAF U6614](#TAU6614) | Data Analysis for Policy Research Using R | Harold Stolper |
| 10 | [INAF U6751](#TAU6751) | International Human Rights Law | Yasmine Ergas |
| 11 | [INAF U8195](#TAU8195) | Behavioral Development Economics | Karla Hoff |
| 12 | [PUAF U6254](#TAU6254) | Development Practice Lab I | Allison Greenberg |
| 13 | [PUAF U6325](#TABookmark) | Critical Issues in Urban Social Policy | Michael Nutter |
| 14 | [PUAF U6411](#TABookmark) | Universal Food Security | Glenn Denning |
| 15 | [SIPA U6003](#TABookmark) | Analysis of Public Sector Organizations | Michael Ting |
| 16 | [SIPA U6005](#TAU6005) | Effective Management in the Public Service | William Eimicke |
| 17 | [SIPA U6016](#TAU6016) | Leading & Managing in Moments of Adversity & Opportunity | Kirsti Samuels |
| 18 | [SIPA U6200](#TAU6200) | Accounting | Norman Bartczak |
| 19 | [SIPA U6301](#TAU6301Groll) | Macroeconomics | Thomas Groll |
| 20 | [SIPA U6310](#TAU6310) | Nonprofit Financial Management | Sarah Holloway |
| 21 | [SIPA U6320](#TABookmark) | Budgeting and Financial Management for Government | John Liu |
| 22 | [SIPA U6401](#TABookmark) | Macroeconomic Analysis | Andrea Bubula |
| 23 | [SIPA U6500](#TAU6500) | Quantitative Analysis I | Doru Cojoc |
| 24 | [SIPA U6501](#TAU6501) | Quantitative Analysis II | Alan Yang |
| 25 | [SIPA U6501](#TABookmark) | Quantitative Analysis II | Cristian Pop-Eleches |

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| **Reader Positions** | | | **Course Name** | **Supervisor/**  **Hiring Manager** |
| 1 | [EMPA U8201](#Reader) | Financial Management | Brian Kennedy |
| 2 | [ENVP U8216](#Reader) | Microeconomics for Policy Analysis II | Selcuk Eren |
| 3 | [INAF TBD](#Reader) | INAF TBD Sustainable Finance II: System-level Investing | Caroline Flammer |
| 4 | [INAF U6016](#ReaderU6016) | Cost-Benefit Analysis | Eva Weissman |
| 5 | [INAF U6065](#Reader) | The Economics of Energy | Hannah Druckenmiller |
| 6 | [INAF U6263](#Reader) | Managing the Clean Energy Transition | TBD |
| 7 | [INAF U6301](#ReaderU6301) | Corporate Finance | Deborah McLean |
| 8 | [INAF U6326](#Reader) | Renewable Energy Project Finance Modeling | Haydn Palliser |
| 9 | [INAF U6438](#Reader) | Persistent Problems in the Global South | Rumela Sen |
| 10 | [INAF U6608](#Reader) | Quantitative Analysis III: Economics of Education Policy | Cristian Pop-Eleches |
| 11 | [INAF U6886](#Reader) | Social Impact: Business, Society, & the Natural Environment | Caroline Flammer |
| 12 | [INAF U8225](#Reader) | Democratic Institutions under Stress | Jacob Lew |
| 13 | [INAF U8685](#Reader) | Asian Financial Markets | Takatoshi Ito |
| 14 | [INAF U8686](#Reader) | Japanese Financial Policy and Economy | Takatoshi Ito |
| 15 | [INAF U8690](#ReaderU8690) | Managing Humanitarian Emergencies | Sarah Fuhrman |
| 16 | [PEPM U6640](#Reader) | Macroeconometrics | Seyhan Erden |
| 17 | [PUAF U6228](#Reader) | Comparative Social Welfare Policy | Yumiko Shimabukuro |
| 18 | [PUAF U6801](#Reader) | Negotiation & Conflict Resolution | Seth Freeman |
| 19 | [PUAF U8203](#ReaderU8203) | Project Management | Thomas Quaranta |
| 20 | [SIPA U6015](#Reader) | Sustainability Management | Steven Cohen |
| 21 | [SIPA U6016](#Reader) | Leading & Managing in Moments of Adversity & Opportunity | Kirsti Samuels |
| 22 | [SIPA U6017](#Reader) | Mastering Leadership in Big Moments of Change | Thomas Andrews |
| 23 | [SIPA U6200](#ReaderU6200) | Accounting | Norman Bartczak |
| 24 | [SIPA U6301](#ReaderU6301) | Macroeconomics | Thomas Groll |
| 25 | [SIPA U6310](#ReaderU6310) | Nonprofit Financial Management | Sarah Holloway |
| 26 | [SIPA U6401](#ReaderU6401) | Macroeconomic Analysis | Andrea Bubula |
| 27 | [SIPA U6500](#ReaderU6500Cojoc) | Quantitative Analysis I | Doru Cojoc |
| 28 | [SIPA U6501](#Reader) | Quantitative Analysis II | Alan Yang |
| 29 | [SIPA U6501](#Reader) | Quantitative Analysis II | Cristian Pop-Eleches |
| 30 | [SIPA U8500](#Reader) | Quant Methods in Program Evaluation & Policy Research | Alan Yang |
| 31 | [DRA](#DRAMamdani) | Research Assistant | Mahmood Mamdani |
| 32 | [DRA](#DRAPanagariya) | Research Assistant | Arvind Panagariya |
| 33 | [DRA](#DRASchlenker) | Research Assistant | Wolfram Schlenker |

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| **PA Faculty Positions** | | **Program Name** | **Supervisor/**  **Hiring Manager** |
| 1 | [Concentration](#ConEPD) | Economic and Political Development (EPD) | Ilona Vinklerova |
| 2 | [Concentration](#ConEE) | Energy & Environment | Andrew Donini |
| 3 | [Concentration](#ConHR) | Human Rights & Humanitarian Policy | Shamim Hossain |
| 4 | [Concentration](#ConIFEP) | International Finance & Economic Policy (IFEP) | Ariel Yelen |
| 5 | [Concentration](#ConISP) | International Security Policy (ISP) | Brit Helena Felsen-Parsons |
| 6 | [Concentration](#ConUSP) | Urban & Social Policy (USP) | Kevin Gully |
| 7 | [Concentration](#ConMDP) | Development Practice | Andre Correa d'Almeida |
| 8 | [Specialization](#SpecDAQA) | Data Analytics & Quantitative Analysis | Marie Gugnishev |
| 9 | [Specialization](#SpecGender) | Gender and Public Policy | Yasmine Ergas |
| 10 | [Specialization](#SpecICR) | International Conflict Resolution | Brit Helena Felsen-Parsons |
| 11 | [Specialization](#SpecTMAC) | Technology, Media and Communication | Anya Schiffrin |
| 12 | [Specialization](#SpecIO) | International Organization & UN Studies | Daniel Naujoks |
| 13 | [Specialization](#SpecMgmt) | Management | Edun Sela |
| 14 | [Specialization](#SpecAfrica) | Africa | Jinny Prais |
| 15 | [Specialization](#SpecLatAm) | Latin America | Eliza Kwon |
| 16 | [Specialization](#SpecSaltzman) | Middle East | Astrid Benedek |
| 17 | [Specialization](#SpecSAsia) | South Asia | William Carrick |
| 18 | [Specialization](#SpecUS) | United States | Kevin Gully |
| 19 | [Saltzman Institute of War & Peace Studies](#SpecSaltzman) | | Ingrid Gerstmann |
| 20 | [Center on Global Economic Governance (CGEG)](#SpecCGEG) | | David Caughlin |
| 21 | [PA PEPM: MPA in Economic Policy Management](#PAPEPM) | | David Caughlin |
| 22 | [IFP](#SpecIFP) | International Fellows Program | Stephen Sestanovich |

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| **PA Admin Positions** | | **Office Name** | **Supervisor/**  **Hiring Manager** |
| 1 | [Office of the Academic Administrator for Academic Affairs](#PAAcadAdmin) | | Rita Agyiri |
| 2 | [Office of the Associate Dean for Academic Affairs](#PAAcadAffairs) | | Jennyville Labuga-Rumenik |
| 3 | [Office of Admissions](#PAAdmissions) | | Grace Han |
| 4 | [Career Advancement Center](#PACAC) | | Cullen Newton, Sandra Buatti-Ramos, Blair Dayton, Ken Lawson, Jodi Caplan, Meg Heenehan |
| 5 | [Office of Communications & External Relations](#PACXR) | | Marcus Tonti, Brett Essler, Mark Sealey, Susan Lee, Susan Storms |
| 6 | [Office of Student Affairs](#PAOSA) | | Yanuaira Lopez-Souza |

**Spring 2023 Assistantship Job Descriptions**

**TA Positions**

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| **TA job description**  To be considered for the position of TA for this class, you must:  1) have completed the course and obtained an "A" grade;  2) be able to explain difficult concepts in a simple manner;  3) have patience and be reliable; and  4) enjoy working with other students in a teaching capacity.  The TA will be required to attend lectures, teach recitation, hold office hours and perform other course-related tasks, including grading portions of assignments and exams. No action is necessary to express interest in this position (beside the official application). Note that interviews are at the discretion of the instructor. |

**U6016 Cost Benefit Analysis**

**Eva Weissman**

To be considered for the position of TA for this class, you must:

1) have taken the class in a previous semester and obtained an "A" or “A-“ grade;

2) be able to explain difficult concepts in a simple manner;

3) have patience and be reliable;

4) have good Excel skills;

5) enjoy working with other students in a teaching capacity.

The TA for this class will be required to attend each lecture, teach two weekly sessions of recitation, hold office hours and be available on e-mail to help students with questions, requests and clarification of lectures and assignments if necessary. The TA is not responsible for grading which will be done by the Reader. No action is necessary to express interest in this position (beside the official application). Note that interviews are at the discretion of the instructor.

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**U6018 International Finance & Monetary Theory**

**Daniel Waldman**

To be considered for the position of TA for U6018 class,

1) Preference will be given to those have completed a course in a prior semester and obtained an "A or A-" grade;

2) However, students who are enrolled in U6018 this term will also be given consideration depending on how they do on the midterm and based on prior coursework in economics

3) have patience and be reliable; and

4) enjoy working with other students in a teaching capacity.

The TA for this class will be required to attend each lecture, teach recitation, hold office hours and perform other course-related tasks, including grading midterm and final exams (with Professor provided key). No action is necessary to express interest in this position (beside the official application). Note that interviews are at the discretion of the instructor.

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**U6301 Corporate Finance**

**Deborah McLean**

The TA must have a strong background in accounting and finance and be proficient in the use of Excel for financial analysis. Having taken the course at SIPA and received an A or A- grade is essential; only in exceptional cases will coursework elsewhere or in-depth practical experience be an adequate substitute. TAs are expected to:

(a) attend course lectures

(b) conduct weekly review sessions, which means that motivation to teach and effective communication skills are important

(c) hold two hours of office hours weekly and respond to students’ queries via email and/or CourseWorks discussion board

(d) grade group casework and a portion of the course problem sets

(e) assist in grading the final exam

(f) give feedback and assistance in developing new course materials as and when required

If you are interested in this position please apply officially

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**U6614 Data Analysis for Policy Research Using R**

**Harold Stolper**

The TA will support students with complementary R instruction, troubleshooting and advising for students projects via weekly recitations and office hours. The TA will also work closely with the instructor as a thought partner in course design, assisting with grading weekly assignments and project submissions, and helping to manage a standalone course website for sharing R code and other course files (the website infrastructure already exists, ongoing tasks include weekly updates to share files for class and other timely class information).

TAs are expected to be proficient with R and have a demonstrated interest in using data to inform policy research and advocacy. The ideal TA candidate will also have basic knowledge of Git and html in order to manage the website, though additional resources will be provided to help the TA get comfortable with the necessary tools to manage the website. The position is open to students who are generally comfortable using R but may not yet be proficient in all of these areas, provided they have a demonstrated interest in applied policy research and aptitude for programming languages.

If interested, please apply officially, and send a statement of interest including a brief description of your experience with R and graduate-level quantitative coursework to date to [hbs2103@columbia.edu](mailto:hbs2103@columbia.edu).

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**U6751 International Human Rights Law**

**Yasmine Ergas**

To be considered for the position of TA for INAFU 6751, you must:

1) have taken international human rights law (preferably INAFU 6751, but other classes may be accepted) and have done well;

2) be able to explain difficult concepts in a simple manner;

3) be reliable and self-motivated, requiring minimal supervision;

4) enjoy helping other students.

The TA for INAFU 6751 will be required to attend (and take notes at) each lecture; develop materials for (ideally, PowerPoint presentations) and teach recitation; hold office hours and tutoring sessions; and perform other course-related tasks, including organizing logistics related to any extra sessions or make-up classes. No action is necessary to express interest in this position other than the official application. Qualified candidates might be called for an interview.

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**U8195 Behavioral Development Economics**

**Karla Hoff**

The TA will be required to attend lectures, grade problems sets and portions of exams, post material on CourseWorks, and hold office hours.   
To be considered for the position of TA, you must:

1) have completed the course and obtained an "A" grade;  
2) be able to explain difficult concepts in a simple manner;   
3) have patience and be reliable; and   
4) enjoy working with other students in a teaching capacity.

No action is necessary to express interest in this position (beside the official application). Note that interviews are at the discretion of the instructor.

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**U6254 Development Practice Lab I**

**Allison Greenberg**

The TA for DP-Lab I is expected to attend all class sessions to teach recitation/ activity sessions, ensure classroom logistics are covered, and track student participation.  The TA would contribute to assignment, presentation, and participation grades. We will also look to the reader to assist with overall relationship management with students, to hold office hours, and to flag issues or campus resources that could affect or help the classroom.  Overall we expect readers will:

* Attend classes
* Be available for check-ins with professors as needed
* Lead class discussions and/or leading activity groups during class
* Hold office hours to help students with key class topics and assignments
* Review and post assignment comments and grades on Courseworks
* Track attendance and participation
* Run a mid-semester student check-in
* Assist with consolidating or posting class resources on Courseworks
* If interested and has appropriate experience, work with professors to co-lead relevant class session(s)
* Help resolve any class issues that arise over the course of the semester

**U6005 Effective Management in the Public Service**

**Bill Eimicke**

The TA serves as the frontline manager of the CourseWorks site, editor of weekly PPTs, technical support person, initial contact for weekly assignments, memos and semester long projects. TA also schedules guest speakers, takes attendance and must be present at class. TA must also offer office hours to provide extra help to students in need. Professional experience, management experience and success in this course as a student is essential.

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**U6016 Leading and Managing in Moments of Adversity and Opportunity**

**Kirsti Samuels**

The TA will be required to attend lectures, teach recitations, hold office hours, and perform other course-related tasks, including providing feedback on weekly questionnaires and final papers, grading portions of exams, and attending team meetings. This role provides the opportunity to continue learning about leadership on a journey with the students and the Professor. It requires curiosity, empathy, commitment, and respect for the norms of confidentiality.

To be considered for the position of TA, you must:

1) have completed the course and obtained an "A" grade;

2) be able to explain difficult concepts in a simple manner;

3) have patience and be reliable;

4) enjoy working with other students in a teaching capacity, and

5) be able to commit adequate time and emotional energy to accompany students on a difficult learning journey

The TA will be required to attend each lecture, teach recitation, hold office hours and perform other course-related tasks, including grading portions of assignments and exams. No action is necessary to express interest in this position (beside the official application). Note that interviews are at the discretion of the instructor.

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**U6200 Accounting**

**Norman J. Bartczak**

Responsibilities include attending classes, teaching weekly recitations, assisting in grading of assignments, holding weekly office hours, responding to student e‐mails, preparing periodic quizzes, communicating course matters with students through CourseWorks. Attending weekly meetings with me and the team.

Qualifications include strong performance in U6200, ability to explain difficult accounting concepts and respond to student questions. Prior teaching experience a plus but not required. Qualified candidates will be asked to meet with me prior to the selection.

**U6301 Macroeconomics**

**Thomas Groll**

To be considered for one of the four TA positions, you must:

1)  have completed the course and obtained a grade of “A” or better;\*   
2)  be able to patiently and repeatedly explain complex concepts;   
3)  be reliable, professional, and flexible;   
4)  enjoy working with other students in a teaching capacity and enjoy learning more about macroeconomics.

A TA for this class will be required to attend each lecture, take appropriate notes, teach two recitations per week, hold weekly office hours, grade portions of exams, and perform other course-related tasks (such as supporting the summer math camp with some grading).

No further action (besides the official application) is necessary to express interest. Not all strongly considered applicants may be invited for an interview before the final exam. Final decisions will be made after the final exam and assignment of course grades.

\*As grades are assigned after applications are due, submit your application based on interest.

**U6310 Non-Profit Financial Management**

**Sarah Holloway**

To be considered for the position of TA, you must

1) have completed U6310 and received an A or A-;

2) be proficient in Excel and in PPT;

3) be reliable, professional and highly organized;

4) enjoy working with other students in a support capacity including explaining budgeting and finance concepts;

The TA for U6310 will be required to attend weekly lectures, attend 1 meeting a week with the Professor to prep weekly classes, hold approximately 2 hours a week of office hours and perform other course-related tasks, including reading course assignments and Memos. No action is necessary to express interest in this position (beside the official application). Qualified candidates might be called for an interview.

**U6401 Macroeconomic Analysis**

**Andrea Bubula**

The TA for U6401 is required to attend lectures, teach recitations, hold office hours, and perform other course-related tasks, including grading portions of exams and grading the math quiz that is administered to the entering class in early September.  
Requirements:  
  
To be considered for the position, you must:  
1) Have completed U6401 and obtained a grade of at least "A-" or have obtained a “High Pass” in the Macroeconomics Proficiency Test;  
2) Be able to translate the intuition of quantitative analysis with practicality;   
3) Have patience and be reliable; and   
4) Enjoy working with other students in a teaching capacity.

No action other than the official application is necessary to express interest in this position. Some top candidates will be called for an interview.

**SIPA U6500 Quantitative Analysis I**

**Doru Cojoc**

The TA will be required to attend lectures, teach recitations, hold office hours, and perform other course-related tasks, including grading portions of exams and attending team meetings.

To be considered for the position, you must:

1) Have completed U6500 and obtained an "A” or an “A-“ grade or have passed the Quant 1 proficiency exam;

2) Be able to explain difficult concepts in a simple manner;

3) Have patience and be reliable; and

4) Enjoy working with other students in a teaching capacity.

No action other than the official application is necessary to express interest in this position. Qualified candidates may be called for an interview.

**U6501 Quantitative Analysis II**

**Alan Yang**

To be considered for the position of TA for U6501 Quantitative Analysis II you must:  
  
1) Have completed U6501 and obtained an “A” grade.

2) Be proficient in STATA. Be able to explain concepts and applications in a simple manner.  
3) Have patience and be reliable.  
4) Enjoy working with other students on the teaching team in a teaching capacity.  
  
The TA for U6501 will be required to attend each lecture, teach two recitations every week, hold office hours, and perform other course-related tasks, including grading exams. No action is necessary to express interest in this position (besides the official application). Qualified candidates might be called for an interview.

**Reader Positions**

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| **Reader Position**  To be considered for the position of Reader for this class, you must:  1) be familiar and competent with the subject of the course;  2) be able to explain difficult concepts in a simple manner;  3) have patience and be reliable; and  4) enjoy working with other students in a teaching capacity.  The Reader will be required to attend lectures, hold office hours and perform other course-related tasks, including grading portions of assignments and exams. No action is necessary to express interest in this position (beside the official application). Note that interviews are at the discretion of the instructor. |

**U6016 Cost Benefit Analysis**

**Eva Weissman**

1) have taken the class in a previous semester and obtained an "A" or “A-“ grade;

2) have superior Excel skills

The main tasks for the Reader for this class will be the grading of one homework assignment, one mid-term and one final exam (the grading of eth final project will be done by eth instructor). In addition, the Reader will work with the instructor to improve existing or develop new class materials and problems. He/she will have no regular office hours but should be available on e-mail to help students with questions, requests and clarification of lectures and assignments if necessary and perform other related duties as assigned by the course instructor.

No action is necessary to express interest in this position (beside the official application). Note that interviews are at the discretion of the instructor.

**U6301 Corporate Finance**

**Deborah McLean**

The Reader for U6301 Corporate Finance must have a strong background in accounting and finance and be proficient in the use of Excel for financial analysis. Having taken the course and received an “A” or “A -” grade is essential; in exceptional cases, advanced coursework elsewhere or in-depth practical experience may be an adequate substitute. Readers are expected to:

(a) hold two hours of office hours weekly, respond to students’ queries via email and/or CourseWorks discussion board and be available for one-on-one tutoring for students who are having difficulty mastering the course material

(b) grade course problem sets and quizzes or the midterm exam, as applicable

(c) assist in grading the final exam

(d) help revise and update course materials by collecting financial data from sources such as Bloomberg, the Federal Reserve website and other financial data providers

(e) contribute to the preparation of new course materials and give feedback on assignments as and when needed

(f) attend course lectures

If you are interested in this position please apply officially.

**U8690 Managing Humanitarian Emergencies**

**Sarah Fuhrman**

The Reader's main tasks will be assisting with the grading of one homework assignment and one mid-term (the instructor will grade the final exam). The Reader will also work with the instructor to improve existing or develop new class materials and case studies. The reader will not have regular office hours but should be available via email to help students with questions, requests and clarification of lectures and assignments if necessary and perform other related duties as assigned by the instructor.

Applicants must have taken the course and received an “A” or “A -” grade. In exceptional cases, advanced coursework elsewhere or in-depth practical experience may be an adequate substitute. No action is necessary to express interest in this position other than submission of the official application. Note that interviews are at the discretion of the instructor.

**U8203 Project Management**

**Thomas Quaranta**

To be considered for the position of Reader for U8203 Project Management, you must have completed U8203 with a grade of A- or better. The Reader will be expected to grade homework assignments; conduct a recitation in CPM Scheduling; be available to answer student questions on course material, particularly with respect to the Group Term Project; hold office hours; arrange classroom IT set-up.  If you are interested in this position, send email to  [*tpq5@columbia.edu*](mailto:tpq5@columbia.edu).

**U6200 Accounting**

**Norman J. Bartczak**

Reader: Responsibilities include attending classes, grading of assignments, writing explanatory material based on common problems noted in the assignments, holding weekly office hours, responding to student e‐mails. Attending weekly meetings with me and the team. One of the Reader’s will provide tutoring sessions with students needing additional assistance (with a reduction in other responsibilities).

Qualifications include strong performance in U6200, ability to explain difficult accounting concepts and respond to student questions. Prior teaching experience a plus but not required. Qualified candidates will be asked to meet with me prior to the selection.

**U6301 Macroeconomics**

**Thomas Groll**

To be considered for one of the eight Reader positions, you must:

1. 1)  have completed the course and obtained an “A-” or better;\*
2. 2)  be able to patiently and repeatedly explain complex concepts;
3. 3)  be reliable, professional, and flexible;
4. 4)  enjoy working with other students in a teaching capacity and enjoy learning more about

macroeconomics.

A Reader for this class will be required to attend each lecture, take appropriate notes, offer tutoring sessions, hold weekly office hours, grade one homework assignment and portions of one exam, and perform other course-related tasks.

No further action (besides the official application) is necessary to express interest. Not all strongly considered applicants may be invited for an interview before the final exam. Final decisions will be made after the final exam and assignment of course grades.

\*As grades will be assigned after your application, submit your application based on your interest.

**U6310 Non-Profit Financial Management**

**Sarah Holloway**

The Reader must:

1) have completed U6310 and received an A or A- grade;

2) be expert Excel and be able to share your knowledge of Excel with students at all levels;

3) be patient, reliable, professional and well organized;

4) enjoy working with other students in a teaching capacity.

The Reader for U6310 will be required to lead twice weekly, 1 hour 'recitations/labs' six (6) times during the term, hold office hours and perform other course-related tasks. No action is necessary to express interest in this position (beside the official application). Qualified candidates might be called for an interview.

**U6401 Macroeconomic Analysis**

**Andrea Bubula**

The Readers for U6401 is required to attend lectures, tutor students, hold office hours, and perform other course-related tasks, including grading portions of exams and grading the math quiz that is administered to the entering class in early September.  
  
Requirements:  
1) Have completed U6401 and obtained a grade of at least "A-" or have obtained a “High Pass” in the Macroeconomics Proficiency Test;  
2) Be able to translate the intuition of quantitative analysis with practicality;   
3) Have patience and be reliable; and   
4) Enjoy working with other students in a teaching capacity.  
  
No action other than the official application is necessary to express interest in this position. Some top candidates will be called for an interview.

**U6500 Quantitative Analysis I**

**Doru Cojoc**

The Reader must:

a) have completed U6500. Having obtained an “A” grade is preferred, but in exceptional circumstances students with grades of “A-“ will also be considered

b) be patient and enjoy helping your peers

c) be reliable and be able to work well as a part of a team

Although not formally a requirement, being enrolled, and doing well, in 6501 is preferable.

The Reader will attend each lecture, hold office hours and tutoring sessions. The Reader will be responsible for grading weekly assignments. The Reader will also participate, together with the instructor and the TA, in writing questions for various assignments.

**Dept. Research Assistant for Prof. Mahmood Mamdani**

The DRA assists Professor Mamdani with the management of classes on Courseworks, student communications, and administrative matters including travel and speaking engagements. The DRA will be asked to liaise with students and other departments, oversee Professor Mamdani’s academic schedule, and control budgeting and supplies for the office. The DRA must be comfortable performing research duties online and through Columbia libraries. Strong organizational and computer skills are essential.

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**Dept. Research for Prof. Arvind Panagariya**

The DRA assists Professor Panagariya with the management of his courses on CourseWorks, student communications, and administrative matters, including travel, speaking engagement. The Readers will be asked to liaise with students; oversee Professor Panagariya’s academic schedule; and liaise with other departments; control budgeting and supplies for the office; and manage all technology. Readers also perform library and other related research duties as assigned by the professor. Strong organizational and computer skills are a must.

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**Dept. Research Assistant for Wolfram Schlenker**

The DRA assists Professor Schlenker with his research projects, especially in obtaining data. Applicants will email data providers to inquire about data availability, download clean an organize data, and import the data into STATA. Some of the previous applicants have also assisted with the statistical analysis. Strong organizational and computer skills are a must.

**PA – Faculty Positions**

**Concentrations - Economic and Political Development (EPD)**

**Ilona Vinklerova**

The role of the EPD Program Assistant (PA) is to serve as the liaison between the concentration and EPD students and to support the concentration in all activities. Students interested in this position must be EPD concentrators and should have taken at least one EPD course. They should also be familiar with EPD programming. EPD PAs start working in the last week in August during the fall orientation week. This role is very time intensive at the beginning of the year when working with new students, planning the retreat and getting up to speed.

**Specific responsibilities**

1) Academic advising

• Holding weekly office hours for student consultations (typical student inquiries include questions about course selection, meeting EPD requirements, consulting on whether EPD is a good fit, seeking guidance regarding internships or addressing other career related concerns)

• Holding 2 course advisory sessions for first-year students (one in the fall and one in the spring during the first week of classes) to guide students in their course selections

2) Organizing events

• Planning and leading annual EPD retreat (this includes designing an agenda for the weekend, recruiting second year volunteers, registering students and collecting payments, confirming details with attending students, ordering supplies and groceries, and communicating with attending faculty)

• Planning and executing at least 4 socials - orientation happy hour, faculty/student meet in mid fall, welcome back reception in January, and end-of year social in early May

• Organizing 2 internship panels for first-year students (fall and spring)

• Organizing career events and workshops based on solicited students’ feedback

• Supporting other EPD events (eg. lunch time talks with practitioners and alumni, evening panels, etc.)

• Seeking and coordinating with co-sponsors from other concentrations, specializations and student groups on events

• Managing all publicity for EPD events:

• designing flyers, printing at Village Copier and posting flyers around SIPA

• creating events on CampusGroups

• managing EPD social media channels

• sending event reminders and sharing flyers with co-sponsors

• Booking venues, rooms and ordering food and drinks

• Coordinating with Ilona on budget and expenditures

3) Producing & writing weekly newsletter

• Gathering relevant content to share with students (announcements, events, jobs and internships, development news, student profiles, etc.)

• Promoting EPD events and relevant CAC information sessions

• Distributing the newsletter every Monday via CampusGroups

4) Attending 2 orientation briefing sessions (fall) and Admitted Students’ Day (spring) as EPD student representatives

• Helping answer students’ questions

• Getting students excited about joining EPD

5) Supporting other concentration activities, such as

• Attending and providing feedback at EPD faculty meeting

• Updating end of year EPD satisfaction survey and identifying creative strategies to get students to complete it

• Helping with planning for EPD workshop final presentations

• Publicizing information about events, jobs, and other opportunities

• Assisting with sorting Methods and Workshop applications and helping with data management

6) Serving as an EPD representative on the CAC Professional Development Taskforce and other venues

• Attending monthly meetings organized by CAC

• Soliciting sharing student feedback with CAC on how CAC can better serve EPD students

• Attending job talks and providing feedback on candidates applying to teach EPD core courses

• Meeting weekly with EPD staff

**Qualifications/Skills**

• EPD concentrator who has taken at least one EPD course and is familiar with overall EPD curriculum

• Familiarity with EPD programs and having participated in at least 2-3 EPD events

• Excellent presentation, written and communication skills

• Strong attention to detail and ability to multitask and effectively manage time

• Demonstrated interest in and capacity for community building, organizing and student leadership

• Interest in innovative/creative problem solving and programming to meet and/or anticipate student needs

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**Concentrations - Energy & Environment**

**Andrew Donini**

The EE PAs assist the Program Directors and Manager with development and implementation of programs and initiatives for the concentration. The PAs manage communications with students, internal counterparts, and external audiences; coordinate logistics for concentration events; support administration of the concentration; and generally, create cohesion and community for the students in EE. Qualified candidates might be called for an interview.

Tasks and responsibilities include, but are not limited to, the following:

•Academic advising: hold weekly office hours for student consultation on course selection, resume review, internship and job search strategies, et al.

•Event management: give leadership and/or substantial contribution to the planning and execution of orientation, the concentration retreat, the symposium, career workshops, The Practicum, field trips, and site visits, and other misc. brown bags or events as they come up. Includes managing funding/payments for events, booking rooms, AV and catering, and managing publicity.

•Management and administration: manage the concentration list of students and alumni, the approved course list, and office hours for the Program Director.

•Communications: responsible for content generation in and dissemination of the weekly newsletter, as well as content on platforms that include SIPA Connect, LinkedIn, Instagram, and Facebook.

•Partner liaison: facilitate communication and collaboration with OSA, CAC, ECO and SEA, among others as necessary.

•PA project: propose, develop and implement a PA project that will enhance an identified element of the concentration over the course of the year.

Qualifications for EE PA positions:

•Excellent oral and written communications skills; avid social media users and web developers appreciated!

•Proven ability to manage competing responsibilities, deliverables, and deadlines effectively and in a timely manner.

•Close attention to detail for logistic, written and quantitative work products.

•Demonstrated interest in and capacity for community building, organizing and student leadership.

•Interest in innovative/creative problem solving and programming to meet and/or anticipate student needs

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**Concentrations - Human Rights & Humanitarian Policy**

**Shamim Hossain**

The HRHP PA assists students, faculty and staff of the concentration with development and implementation of HRHP curriculum and acts as the main liaison with students. PA should be interested in creating cohesion and building community among HRHP students and alumni.

Responsibilities:

Student support: Support HRHP concentration in regular communication with current and admitted students on HRHP curriculum, possible career and future plans. Hold weekly office hours for student consultation on course selection. Work with HRHP staff on shaping the curriculum, which may entail communicating with the student body to understand potential interests and needs. Appear and present at the Open House day for incoming students.

Organizing events: Substantially contribute in organizing, planning and executing a number of academic, social and career events throughout the year, including new student orientation, Fall retreat, conferences, brown bag events and happy hours, support CAC in organizing career panels and build the guest list for the Human Rights Practicum (Spring Semester course). Some of the duties may include contacting speakers, preparing materials, managing payments for the events, booking rooms and AV, organizing catering, and managing publicity. In addition, it is expected to collaborate with other concentrations, specializations and/or student groups on planning or co-sponsoring events.

Management and administration: Support the administration of the concentration in compiling the course list relevant to the concentration and update the course audit form. Update curriculum materials when needed. Organize and implement student surveys. Perform other related duties as assigned by the Director.

Communication: Enhance student experience by communicating about relevant events, jobs, and other opportunities through a weekly newsletter, Facebook, and LinkedIn updates. Communicate with prospective students. Organize networking with alumni of the concentration.

Qualifications/Skills:

Students interested in HRHP PA position should be HRHP concentrators and should be familiar with current human rights and humanitarian policy topics and HRHP curriculum.

Preferred strong leadership, organizational and time management skills.

Preferred interest in and capacity for community building.

Excellent communication skills.

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**Concentrations - International Finance & Economic Policy (IFEP)**

**Ariel Yelen**

The IFEP PAs assist the Concentration Coordinator and Directors with development and implementation of programs and initiatives for the concentration. The PAs coordinate logistics for and produce events for the concentration; assist with communications to students, members of the SIPA community, and external audiences; support administration of the concentration; and throughout the semester create cohesion and community for the students in IFEP. Qualified candidates will be called for an interview.

Tasks and responsibilities include, but are not limited to, the following:

• Event management: contribute substantially to the planning and execution of orientation, the concentration retreat, the annual Internship Panel, IFEP Policy Discussions and brown bag speaker events, Markets Discussions, and other academic events related to the concentration, as well as social events for the concentration. Includes assistance with booking rooms, AV and catering, and managing publicity as requested by Concentration Manager. PAs organize and lead regular committee meetings, which function as primary community-building opportunity for IFEP students.

• Academic advising: hold weekly office hours for student consultation on course selection, resume review, et al.

• Communications/Newsletter: responsible for content generation in weekly email blast, as well as content on platforms that can include LinkedIn, and Facebook. Responsible for management of Newsletter, which includes soliciting and editing articles, gathering photos, and managing deadlines with student contributors in timely fashion to help Concentration Manager edit publication, sent to entire concentration and alumni.

• Partner liaison: facilitate communication and collaboration with OSA, CAC, ECO and SEA, among others as necessary.

• PA project: propose, develop and implement a PA project that will enhance an identified element of the concentration over the course of the year. This could be in the form of an event.

Qualifications for IFEP PA positions:

• Excellent oral and written communications skills; avid social media users appreciated!

• Proven ability to be self-directed, manage competing responsibilities, deliverables, and deadlines effectively and in a timely manner.

• Close attention to detail for logistic, written and quantitative work products.

• Demonstrated interest in and capacity for community building, organizing and student leadership.

• Interest in innovative/creative problem solving and programming to meet and/or anticipate student and Coordinator needs

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**Concentrations - International Security Policy (ISP)**

**Brit Helena Felsen-Parsons**

PAs for ISP handle organization and management of the concentration’s academic communications and co-curricular activities, especially the September retreat, biannual field trip, spring crisis simulation, and graduation reception, but also including occasional clerical work. Candidates should have a good academic record including a grade of at least B Plus (preferably higher) in INAF U6874 (Foundations of International Security Policy) or Poli Sci GU4895 (War Peace & Strategy), experience in organizing logistical matters efficiently and promptly, and a friendly temperament conducive to effective interaction with students and service providers. They should be detail-oriented self-starters, reliable, not in need of constant supervision. The workload is disproportionately concentrated in the fall and highly irregular (long hours some weeks, nothing to do some others).

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**Concentrations – Urban & Social Policy (USP)**

**Kevin Gully**

Applicants must be pursuing the concentration/specialization in which they are seeking to obtain a PA position. PAs assist Concentration, Specialization, Institute, and/or Program Directors with the management of their courses, student communications, and administrative matters. They are the liaison between students and the faculty of each concentration, specialization, institute, and program. PAs plan events, maintain communication with students, and work with the SIPA administration on concentration/specialization/institute/program-related issues. PAs also perform other related duties as assigned by the Director.

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**Concentrations - Development Practice**

**Andre Correa d'Almeida**

MPA-DP Internal Communications PA:

The MPA-DP is hiring a PA for Internal Communications who will support the communication flow between the program and the students, coordinate the development practitioner Seminar, liaise with SIPA units, mediate the DP-Connect job posting platform, plan events in coordination with the management team, provide support for expenses report, advise students on the different computer/web-based tools available for academic activities, help organize additional activities and special projects such the MPA-DP annual retreat and the students mentorship initiative.

MPA-DP External Communications PA:

The MPA-DP is hiring a PA for External Communications whose main role will be to support the management team implement the program's recruitment strategy. Special attention is paid to regular communication with prospective and admitted candidates, help coordinate SIPA info sessions and promote the program through a wide range of channels such as Columbia Global Centers and the newly created DP-Cloud, a database of DP friends. This PA will also support the communication flow between the program and other external stakeholders such as the Earth Institute and the alumni, manage the email and social media platforms.

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**Specializations - Data Analytics & Quantitative Analysis**

**Marie Gugnishev**

The PA for Data Analytics & Quantitative Analysis specialization must have a strong background in quantitative and analytical skill and, preferably, is specializing in APEA themselves. In addition, the PA will be expected to work with the professor to aid students with course audit form, keep record of courses approved for credit, organize socials, intern panels, and networking events, and perform other tasks, as necessary. A successful PAs will have strong analytical and organization skills, can communicate effectively programmatic requirements and prior experience in data management. If you are interested in this position email mg4441@columbia.edu indicating your qualifications and the reasons for your interest.

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**Specializations - Gender and Public Policy**

**Yasmine Ergas**

The PA plays a key administrative and organizational role in the Gender and Public Policy Specialization and for this reason must combine substantive competence, enthusiasm, discipline, reliability and a willingness to work hard. The PA must be registered in the Specialization. In addition, applicants for this position must have successfully completed or be currently enrolled at least one 3-point core GPP course. Familiarity with gender studies generally may also be taken into consideration.

The PA assists with organizing co-curricular events related to the Specialization, including Gender &&& (the student research and policy workshop) and speaker events (Including Gender Conversations), lectures and conferences. The PA also assists with the organization of workshops focused on skills (e.g. gender-sensitive needs assessments) and/or issue-areas (e.g. humanitarian crises; peace-keeping). The PA compiles and distributes a weekly newsletter of GPP events, which includes a separately-prepared weekly listing of jobs, internships and other opportunities. Other communications related tasks may also be required, including updating web-content.

The PA must maintain an excellent relationship with student groups specifically relating to gender issues (such as GPWG, Spectrum, WIL, WIPS). The PA is expected to help plan co-curricular activities with these groups and, as relevant, with SIPASA as well as with other relevant groups on campus. This is a growing specialization and the PA will be called upon to assist with other tasks as needed.

The PA also assists the Director of the Specialization in her capacity as co-chair of the Women’s, Gender and Sexuality Studies Council.

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**Specializations - International Conflict Resolution**

**Brit Helena Felsen-Parsons**

The ICR PA assists the Program Director and Coordinator with development and implementation of programs and initiatives for the specialization. The PA manages communications with students, internal counterparts, and external audiences; coordinates logistics for specialization events; supports administration of the specialization; and helps to create cohesion and community for the students in ICR.

Tasks and responsibilities include, but are not limited to, the following:

• Respond to inquiries from current and prospective students: provide information regarding specialization course offerings, extracurricular activities, student life and career options. Receive student feedback and refer inquiries or concerns to the director or coordinator as appropriate.

• Event planning: conduct publicity, manage orders and payments for events, book rooms, AV and catering. Provide substantive input into event selection.

• Participate in and provide logistical support and planning for key specialization activities: student orientation, including the specialization briefing, social and retreat, specialization trainings and workshops (differ from year to year, but may include a weekend-long mediation simulation), and student socials at the beginning and end of term.

• Communications: in coordination with specialization coordinator and director, generate content for and disseminate the weekly specialization email, as well as content on platforms including Facebook.

• Liaise with SIPA departments: facilitate communication and collaboration with departments including OSA, CAC and Communications.

• Assist in all administrative functions for the specialization: includes tracking student enrollment in the specialization, subscriptions to Campus Groups, updating course lists, scanning and filing documents, tracking budget balance, etc.

• Other tasks as assigned by the coordinator or director.

Qualifications:

• Demonstrated interest and experience in the conflict resolution field; previous involvement in ICR specialization activities or related organizations is a plus.

• Proven ability to multitask, manage competing deadlines, and pay close attention to detail.

• Excellent oral and written communications skills; social media, web, and graphic design skills are a plus!

• Demonstrated interest in and capacity for community building, organizing and student leadership.

• Interest in innovative/creative problem solving and programming to meet and/or anticipate student needs

Commitment: Average of 15 hours per week. Work responsibilities are heaviest at the beginning of each semester and tend to lighten toward the end. The most intensive period is at the beginning of the fall semester, starting with student orientation in the last week of August/1st week of September through the student retreat in mid/late-September.

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**Specializations - International Organizations & UN Studies**

**Daniel Naujoks**

Provides support to the Director in building a strong United Nations Specialization at SIPA (UNS). Assists in the many activities organized by the Specialization including planning, organizing and advertising of the UNS annual retreat, high- level panels, working lunches with Ambassadors, visits to the Security Council and the General Assembly. Participates in the announcement and management of the Fellowships with UNU and other agencies, helps with the popular initiative "A Day at the UN: A View from inside" as required, and takes part in the elaboration of the UNS newsletter. Liaises with the UNS Working Group, and attend all orientation sessions. Good organization and management skills, strong drafting and communication skills, ability to work well with people and strong interest in the specialization are required.

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**Specializations – Management**

**Edun Sela**

To be considered for the position of Management PA, you must be in the Management Specialization. The position requires someone with a high attention to detail, planning and project management skills including organizing events, guest speakers and student happy hours. Ideally someone with event planning skills and the ability to create posters and other graphics (or find friends who can help). You will be required to host 2 hours of weekly office hours and be available to students should they have questions about Management courses or requirements.

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**Specializations – Technology, Media, & Communications**

**Anya Schiffrin**

SIPA’s Technology, Media and Communications specialization seeks an energetic and enthusiastic PA who is interested in our programming and bursting with ideas for activities, speakers and even possible courses. We need a great writer who is able to make eye-catching posters, is in constant touch with other SIPA students and able to answer questions, impart information and express our excitement about TMAC’s mission at SIPA and in the world. We are in constant communication with our alumni and adjuncts and constantly seek to innovate and adapt our courses and activities to the needs of our students and their employers. We enjoy working with organized, responsible and professional students who take the PA position seriously.

Please only apply if you have lots of free time as being the TMAC PA is a serious commitment and we need your undivided attention. If you have other major projects underway or commitments at another job or internship then working as the TMAC PA may not be for you.

All interested candidates should be enrolled in TMAC and –as part of the PA application process—be ready to answer some questions about TMAC and perform a small task demonstrating your presentation skills.

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**Specializations – Africa**

**Jinny Prais**

The PA for the Institute of African Studies assists with all aspects of the Institute's events and programs on Africa. In this capacity, the PA works closely with a team that includes the Director, Assistant Director, Administrative Assistant and student workers to plan and execute high quality programming. The IAS hosts programs throughout the academic year including a monthly film screening, conferences, workshops, panel discussions, lectures, art exhibits, and informal student-faculty gatherings. The PA helps with logistical aspects including preparing publicity, updating our social media and website, designing fliers, setting up and working events, and corresponding with scholars in the field. The PA should be able to manage time well, have some social media and design experience (or a willingness to learn), an interest in African Studies, a professional demeanor, the ability to work in a team, and the ability to multi-task. With the help of the Assistant Director, the PA organizes and hosts a panel on internships in Africa in the fall term.

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**Specializations - Latin America**

**Eliza Kwon**

The PA for the Institute of Latin American Studies will have an important role in assisting with general events. The responsibilities are but not limited to maintaining the website, updating and creating flyers, from small brown bag lecture series to bigger conferences for the Institute and its centers. The PA will also assist with event logistics, such as AV, ordering food, reserving hotels and booking flights. The PA will work closely with ILAS officers and other assistants, serving as a liaison for the events related matters. The following requirements are necessary:

1) Computer proficiency, with strong experience with Photoshop, Adobe Illustrator, and Canva. Additionally, familiarity with Zoom webinar and social media platforms.

2) At least one semester of SIPA in New York City

3) Knowledge of Spanish and/or Portuguese at least intermediate-high level. Fluent speakers will be given priority

4) Prior administrative and event experience

5) Ability to multi-task different assignments in a very fast paced environment

6) Creative mind and interests in the Latin American and Caribbean region

7) Self-motivated, detailed oriented and good sense of humor

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**Specializations - Middle East**

**Astrid Benedek**

The position of PA at the Middle East Institute(MEI) is that of “Events Coordinator”. The Events Coordinator/PA is responsible for organizing all aspects of the MEI’s public lectures program, including securing space and needed equipment, advertising (making flyers, social media posting, updating the MEI website events page etc) and communicating with speakers. The Events Coordinator/PA works closely with MEI’s associate director and administrator in planning and implementing the lectures series. A demonstrated interest in the region and good writing skills are required. Previous experience with events management preferred. Computer proficiency and strong experience with Photoshop and Adobe Illustrator strongly preferred.

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**Specializations - South Asia**

**William Carrick**

The PA for the South Asia Institute will assist with programming, including organizing travel, receptions, and publicity for events and speakers. The PA will assist with special projects such as outreach to secondary and tertiary schools, and research for grant proposals and curricular projects. Interest and familiarity with South Asian culture and history is preferred. Proficiency in a South Asian language is valued but not required. Candidates may forward a resume, and direct questions about the position, to William Carrick at <wac2112@columbia.edu>.

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**Specializations - United States**

**Kevin Gully**

Applicants must be pursuing the concentration/specialization in which they are seeking to obtain a PA position. PAs assist Concentration, Specialization, Institute, and/or Program Directors with the management of their courses, student communications, and administrative matters. They are the liaison between students and the faculty of each concentration, specialization, institute, and program. PAs plan events, maintain communication with students, and work with the SIPA administration on concentration/specialization/institute/program-related issues. PAs also perform other related duties as assigned by the Director.

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**Saltzman Institute of War & Peace Studies**

**Ingrid Gerstmann**

Reporting to the institute manager, the PA for SIWPS is responsible for support of all institute activities including organization and management of events, publicity and communications, assistance to resident scholars, clerical functions, staffing the front desk, and making coffee. Candidates should have a good academic record, experience working in a busy office setting or equivalent, and ability to write well and compose and edit reports and briefs. Candidates must be a team players, flexible, mature, diligent, reliable, and detail-oriented, work well under pressure, and be able to handle multiple deadlines. The PA is expected whenever possible to attend and support institute events, some of which take place in evening hours.

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**PA IFP International Fellows Program**

**Stephen Sestanovich**

The PA(s) for the International Fellows Program will be required to attend each meeting of the class, and perform other course-related tasks, such as posting materials to CourseWorks, coordinating assignment of students for class roles (such as debate teams), helping to organize non-class events (such as the DC trip), serving as a liaison with the Admissions office and IFP applicants, and more. Budgetary responsibilities are also part of a PA’s work. No action is necessary to express interest in this position (beside the official application). Note that interviews are at the discretion of the instructor. Participation in the IFP as an International Fellow prior to serving as a PA is desirable but not required.

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**Center on Global Economic Governance (CGEG)**

**David Caughlin**

The Departmental Research Assistant will support CGEG's activities related to website development, event administration, event post-production and promotion, and social media. The candidate will make updates and changes to the website and edit short video clips and podcasts. Responsibilities may also include reporting on CGEG events and activities through website stories, Facebook and Twitter updates, and through other similar media. The candidate may be engaged in summarizing material related to CGEG’s research activities and other similar initiatives through online media, newsletters, annual reports and other similar outlets. The candidate may also be involved in day to day administrative tasks including expense filing and reporting, maintaining mailing lists, advertising for events, coordinating travel, etc.

Job Requirements:

Prospective applicants should have an interest in economics and/or economic governance. Ideal candidates will be responsible, attentive to detail, and able to work well within a team. Experience using Drupal and/or other website content management platform is strongly preferred though not required, as is experience with InDesign and Photoshop. Please see the CGEG website for further information and to familiarize oneself with the nature of our work: http://sipa.columbia.edu/cgeg. The following skills and traits are also highly desirable: Superb social and written communication skills. Good work ethic and motivated with a strong sense of responsibility and commitment. Work-study eligible preferred.

Columbia University is an Equal Opportunity/Affirmative Action employer; applications from women and underrepresented minorities are strongly encouraged.

Primary Contact: David Caughlin

Primary Contact's Email: cgeg@columbia.edu

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**MPA-EPM Program Assistant**

**Job Description:** The MPA in Economic Policy Management program out of Columbia University’s School of International and Public Affairs is seeking a Program Assistant for the Fall session. The Program Assistant will work with our Student Services Coordinator on various projects throughout the semester, with a large focus on tasks to prepare for the Fall Semester. Tasks include, but are not limited to administrative assistance, promotional material design, mass email outreach, website content management, and ad hoc projects as needed.

**Desired Skills:**

* Some minor design skills may be required, including experience with Photoshop, PowerPoint, or similar software to aid in design.
* Excellent writing skills are a must, as is experience with common office software such as Microsoft Word, Excel, PowerPoint, etc. Strong attention to detail is also a must.
* Knowledge of mass communications platforms, such as Mailchimp
* Knowledge of social media platforms (Facebook, Twitter, LinkedIn, etc.) is also a plus, especially skills in managing professional social media accounts.
* Interest in economics and/or economic policy is preferred but not required.

**About the Position:**

* **Hours:** Approx. 20 hours per week
* **Report to:** Student Services Coordinator and Assistant Director

**About MPA-EPM:** The MPA-EPM provides leading policymakers and professionals with the skills to effectively design and implement economic policy in market economies, with a strong emphasis on the economic problems of developing countries. Students in the one-year MPA-EPM program gain the skills they need to become highly accomplished policymakers and professionals in market economies. The course of study applies the theoretical rigor of the social sciences to the practical lessons of economics and management science through the intensive study of actual economic policy successes and failures. To learn more about the MPA in Economic Policy Management, please visit <https://sipa.columbia.edu/academics/programs/mpa-economic-policy-management>

**Program Assistant - Administrative Positions**

**Office of the Academic Administrator for Academic Affairs, 2 positions**

**Rita Agyiri**

The Office of Academic Administrator for Academic Affairs Administration provides varied administrative support to the faculty and to the Concentration and Specialization Directors, Coordinators and Student Assistants. Required skills include, at minimum, basic knowledge of Microsoft Office programs (Word, Excel, Power Point, Access); familiarity with database management; excellent customer service skills; excellent organizational skills; ability to prioritize multiple tasks and respond well to sometimes competing demands; and the ability to work and thrive in a fast-paced environment, complete discretion regarding confidential information, and a healthy supply of common sense.

Duties will include, but not be limited to, daily operations of the office:

• Answer Telephones and make appropriate referrals

• Sometimes assist faculty with research

• Provide Walk-in Customer Service to faculty, students and staff.

• Sort and Distribute Mail

• Make Copies for faculty

• Scan documents

• Receive Deliveries

• Stock Supply Room

• Manage Faculty e-mail lists

• Provide access to paychecks for walk-in Adjunct Faculty and Student Employees, as needed

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**Office of the Associate Dean for Academic Affairs, 2 positions**

**Jennyville Labuga-Rumenik**

This office is responsible for mounting the SIPA curriculum, supporting faculty searches and reviews, and assisting the Vice Dean for Academic Affairs and Dean with a range of other faculty-related matters. PAs assist the office with general administration, faculty support related to course logistics, and selected research projects. Proficiency with Word and Excel required; Access and STATA are preferred.

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**Office of Admissions, 5 positions**

**Grace Han**

Admissions & Financial Aid PAs perform general office duties, interact with prospective applicants, and assist with outreach efforts. Office duties include learning about the SIPA programs and admissions process, answering emails and phone calls, meeting with prospective students, managing walk-ins and inquiries, writing blog posts (at least 2 per month), processing application materials, directing prospects and applicants to class visits, and participating in admissions’ information sessions and IAB tours. PAs also help and attend the annual fall Diversity Symposium as well as serve as Admissions’ Ambassadors. Outreach efforts include researching schools and professional organizations for recruitment, organizing off-campus events, and developing new content for both web and print media. PAs should be personable; is positive and enthusiastic about SIPA; is comfortable interacting with prospective students from diverse backgrounds; have a general aptitude with computers, especially with Microsoft Word, Excel, and Access. Additional skills related to social media and blogging. Discretion with regard to sensitive applicant information is required. Any duties as assigned.

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**Career Advancement Center**

**JOB DUTIES OF A PROGRAM ASSISTANT (PA)**

The Career Advancement Center (CAC) hires six Program Assistants (PA) each semester to assist a full-time staff member on specific programs and projects. CAC is a small office, and thus relies heavily on the performance of its student staff. PAs are expected to be professional, reliable, and to become highly knowledgeable about CAC services.

In addition to the duties outlined below, all PAs may be called upon to assist with student check-in during CAC programs and events, occasionally Cover the CAC front desk and the main office phone line to fill in for full-time staff, and perform other office-related tasks as needed, including filing, copying, and printing.

All PAs must:

• be extremely organized, detailed, and thorough;

• have excellent written and verbal communication skills;

• be proficient in Google Suite, Microsoft Word, Excel, Internet research, LinkedIn, and SIPAlink; and

• enjoy working with others, including student staff and professional staff, in an office that can be fast-paced during peak times.

AVAILABLE CAC PA POSITIONS

1. PA for EMPLOYER OUTREACH: Supervisor: Cullen Newton

The Employer Outreach PA will research employers for potential outreach and identify contact information. They will work closely with the Director of Employer Outreach to input information about employers into a database, keep track of contact information and outcomes (i.e. number of jobs posted, employer information sessions scheduled) and type up notes from meetings. The PA will also assist with outreach email campaigns using mail merge, prepare itineraries, and provide logistical support for outreach trips.

To be considered for the position you must:

• be interested in and insightful about the breadth and scope of the SIPA-degree, worldwide.

2. PA for INTERNSHIPS: Supervisor: Sandra Buatti-Ramos

The Internships PA is both independent and student-facing. The position will work both with: (1) large amounts of data, in order to collect and complete initial processing of all internship paperwork, and (2) with students via email and in-person, in order to answer internship-related questions. Data work includes the recording of data in Excel spreadsheets, navigating information across multiple databases and programs, creating and editing reports, and managing all hard copy documents and online applications. In addition, the PA will be responsible for proactively researching grant information online, updating internship grants data, initial application intake, assisting in updating online fact sheets, and following up with students on missing grant application or internship information.

To be considered for the position you must:

• handle confidential information with discretion and tact; and

• have patience and be reliable.

3. PA for CONCENTRATION AND ALUMNI EVENTS: Supervisor: Blair Dayton

Career Series: The program assistant (PA) will help coordinate the Career Series event, which holds approximately 28 alumni career panels throughout the academic year across 6 concentrations. The PA will assist in researching SIPA alumni to serve as potential speakers and will be responsible for outreach and follow-up throughout the event planning. The PA will also communicate with concentration managers and PA’s to help promote and advertise events.

Alumni/Student Networking Receptions: The PA will assist in the planning of two Alumni/Student Networking Receptions (fall/spring semester).

Washington, DC Conference (Career Weeks): the PA will help organize the Washington, DC Conference. This might include: alumni outreach; event management/coordinating reservations; creating/printing labels, signage, nametags; creating surveys

To be considered for the position you must:

• be organized with a keen attention to detail; and meet strict deadlines

• have experience in event planning and timely outreach/communication

• be able to multitask/balance multiple events occurring within the same timeframe; and manage multiple email communications

• be available to work some evening hours - per the events schedule and replies to outreach from event stakeholders (staff, students, alumni)

4. PA for PROFESSIONAL DEVELOPMENT/WORKSHOPS: Supervisor: Ken Lawson

The Program Assistant assigned to the Professional Development and Workshops programming role must have an interest in career development and facilitating the transition from student life to a professional role. Candidates must have completed the required PD course.

To be considered for the position you must have the abilities to:

• initiate and implement preparations for complex schedule of PD classes, including materials, course preparation, instructor liaising, and student communication;

• coordinate and manage a dynamic schedule of career-related workshops;

• write email messages in a clear, concise, and effective manner; and

• proactively maximize work time to initiate and follow through on projects that will benefit CAC and career-minded students.

5. PA for MARKETING AND COMMUNICATIONS: Supervisor: Blair Dayton

The program assistant will lead Marketing and Communications for the Career Advancement Center. Responsibilities: Manage the office’s various social and professional media accounts (Instagram, Facebook, Twitter, LinkedIn), including online engagement/marketing strategies; Compile/Update the bi-weekly CAC newsletter.

This PA will also assist on the Professional Development Task Force committee (an initiative that evaluates how SIPA supports students’ professional development during their tenure). Responsibilities: Coordinate monthly meetings; Record meeting minutes; Assist in communications between concentrations and other professional staff.

To be considered for the position you must:

• be proficient in social/professional media platforms (Instagram, Facebook, Twitter, LinkedIn) Canva, and digital marketing strategies

• be proficient in written communication, editing, and proofreading

• be able to work independently and under strict deadlines

• be organized and have keen attention to detail

• be available to work on Wednesdays, Thursdays, and Fridays for newsletter deadline weeks

6. PA for EMPA AND EXECUTIVE DIRECTOR: Supervisors: Jodi Caplan and Meg Heenehan

The Program Assistant will help coordinate programming for Executive MPA (EMPA) and alumni as well as the general SIPA population. Responsibilities include: assist with planning, promoting, and advertising events to respective student/alumni populations; and create a career programming database with information on topics, relevant speakers, and targeted populations for all of CAC. S/he will assist with creation, promotion, and management of LinkedIn Groups and programming for specific populations, including alumni, career changers, and re-entries, in addition to diversity and inclusion student-driven programming.

To be considered for the position you must:

• (preferred, not required) have at least 3 years of work experience;

• have excellent organizational skills; proficient in excel, creating/working with databases; and

• be available on some Tuesday evenings and occasional Saturdays, per the events schedule.

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**Office of Communications & External Relations (CXR)**

1. PA for Online News and Communications; 2 positions

Supervisor: Marcus Tonti, Editorial Director

Reporting to SIPA’s editorial director, the program assistants create editorial and other content for the Office of Communications and External Relations (CXR). In particular they develop, report, write, and edit news stories, profiles, event recaps, and more for SIPA News online and related channels. They also help administer SIPA social media accounts, manage webpages (via CMS), prepare e-newsletters; support media relations; and execute other tasks, including recurring administrative work, as assigned.

While Journalism or communications experience is not required, the ideal candidates will have demonstrated strong writing skills and creativity; applicants should be prepared to provide examples of relevant work (including narrative and/or feature writing). Experience with social media and knowledge of programs including the Drupal CMS, Hootsuite, Mailchimp, and Canva are helpful but not necessary.

PAs should be able to manage multiple tasks with good humor. A typical week will combine regular hours in the office with assignments away from it. There will be some scheduling flexibility depending on student availability and departmental needs.

2. PA for Communications, Social Media, and Content Strategy

Supervisor: Brett Essler, Director of Strategic Content Management

Working with SIPA’s director of strategic content development, the PA creates editorial and social media content for the Communications and External Relations office. This includes developing, reporting, writing, and editing online and print news stories, profiles, event recaps, and Q&As; developing social media content and strategy; proofreading editorial and communications material; conducting analysis and writing reports on social media and web traffic data; and other assignments for the department as assigned, which may include administrative work. The PA must have excellent writing, editing, and proofreading skills; familiarity and interest in social media; intermediate skills in data analysis using Excel; ability to work under tight deadlines; and to attend events in the evenings and occasionally on weekends.

3. PA for SIPA Website

Supervisor: Mark Sealey, Associate Director of Digital Media

The Web Program Assistant will work in the Office of Communications and External Relations (CXR) to assist the Associate Director of Digital Media with updating and maintaining SIPA’s Drupal website.

**Responsibilities:**

* Edit existing web page content in Drupal
* Create web pages using pre-defined templates and components, according to SIPA’s brand and style guidelines
* Optimize images, such as color correction and resizing using Photoshop, Canva, or other online tools
* Assist with training Department PAs and staff to create/edit web pages
* Conduct and assist with testing web technologies and User Experience (UX)

**Skills:**

* Experience working with Drupal, WordPress, Wix, or other Content Management Systems (CMS)
* Basic understanding of HTML and CSS
* Basic proficiency in MS Office 365, Adobe Photoshop, Google Suite of web applications
* Exceptional attention to detail

4. PA for SIPA Events

Supervisor: Susan Lee

The CXR Events Program Assistant will provide support for the events strategy and develop e-mail marketing campaigns that will drive audience growth and engagement to events. The ideal candidate will be an organized, detail-oriented person, who can easily handle the duties listed below and is comfortable in a fast-paced environment.

Responsibilities:

• Organize virtual and hybrid events marketing materials.

• List events in the University Calendar Bedework and Campus Groups.

• Create monthly events newsletter content in Mailchimp using SIPA branded template.

• Manage zoom registration form and post-attendee report.

• Update and maintain SIPA Events Tracker highlighting high profile and annual events.

• Attend Monthly SIPA Events Team Meeting.

Preferred Qualifications:

• Excellent written and verbal communication skills

• Proficient in MS Office (Word, Excel, PowerPoint)

• General understanding of Zoom Meetings

5. Office of Alumni Affairs, 2 positions

Reporting to Susan Storms, Director of Alumni Affairs

PA provides support to the Office of Alumni Affairs in the following areas: updates to alumni data, alumni events and communications, and alumni volunteer programs. Tasks may include researching alumni bios and updates; entering data updates to the alumni database; logistical support and planning for alumni events, including the annual SIPA Alumni Day and Reunion; managing event registration lists; responding to alumni inquiries; sending communications to alumni; making updates to the alumni section of the website; and working with broadcast emails. This position requires excellent writing and proofreading skills, attention to detail, skills using Excel, and strong organizational and time management skills. Interest or experience in alumni affairs or non-profits is helpful. Hours are flexible during business hours depending on the students’ availability and the current needs of the office.

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**Office of Student Affairs, 6 positions**

**Yanuaira Lopez-Souza**

Student Affairs PAs assist the staff in handling all aspects of student life at SIPA. PAs act as the liaison between the office and all SIPA stakeholders (prospective students, current students, staff and faculty). PAs assist the staff on projects related to Admissions, Orientation (requires availability in late August for Fall Orientation/January for Spring Orientation), Housing, Registration, Open House, Assistantships, Diversity, Equity and Inclusion, Wellness and Graduation. Proficiency with Word and Excel required. Excellent verbal and written communication skills and strong customer service skills including phones and Zoom is necessary. Familiarity with CampusGroups and Canva, a plus! Discretion with regard to sensitive student information is required.

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\*\*This is a tentative list. Final Assistantship listings are subject to change