# Fall 2016 Assistantship Positions

<table>
<thead>
<tr>
<th>TA positions</th>
<th>Course Name</th>
<th># of positions &amp; Supervisor/Hiring Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SIPA U4200 Microeconomics</td>
<td>4 Paola Valenti</td>
</tr>
<tr>
<td>2</td>
<td>SIPA U6003 Analysis of Public Sector Organizations</td>
<td>1 Michael Ting</td>
</tr>
<tr>
<td>3</td>
<td>SIPA U6005 Effective Management in the Public Service</td>
<td>1 Bill Eimicke</td>
</tr>
<tr>
<td>4</td>
<td>SIPA U6011 Management &amp; Admin. of Non-Profit Organizations</td>
<td>1 Gary Bagley</td>
</tr>
<tr>
<td>5</td>
<td>TBD Public Management Core Course</td>
<td>1 Sarah Holloway</td>
</tr>
<tr>
<td>6</td>
<td>TBD Private Sector Management Core course</td>
<td>1 Sarah Holloway</td>
</tr>
<tr>
<td>7</td>
<td>INAF U6016 Cost Benefit Analysis</td>
<td>1 Eva Weissman</td>
</tr>
<tr>
<td>8</td>
<td>INAF U6017 International Trade</td>
<td>1 Benjamin Mandel</td>
</tr>
<tr>
<td>9</td>
<td>INAF U6018 International Finance &amp; Monetary Theory</td>
<td>1 Richard Clarida</td>
</tr>
<tr>
<td>10</td>
<td>PUAF U6033 Decision Models</td>
<td>1 Lou Riccio</td>
</tr>
<tr>
<td>11</td>
<td>INAF U6043 Foundations of Sustainable Development Practice</td>
<td>2 Shiv Someshwar</td>
</tr>
<tr>
<td>12</td>
<td>INAF U6045 International Capital Markets</td>
<td>1 Richard Robb</td>
</tr>
<tr>
<td>13</td>
<td>INAF U6065 Economics of Energy</td>
<td>1 Gernot Wagner</td>
</tr>
<tr>
<td>14</td>
<td>INAF U6072 Energy Systems Fundamentals</td>
<td>2 Travis Bradford</td>
</tr>
<tr>
<td>15</td>
<td>PUAF U6110 Politics of Policy Making-Advanced Democracies</td>
<td>2 Alexander Hertel-Fernandez</td>
</tr>
<tr>
<td>16</td>
<td>PUAF U6120 Politics of Policy Making-Comparative Perspectives</td>
<td>4 George Gray</td>
</tr>
<tr>
<td>17</td>
<td>SIPA U6200 Accounting</td>
<td>1 Norman J. Bartczak</td>
</tr>
<tr>
<td>18</td>
<td>SIPA U6200 Accounting</td>
<td>2 Alan Brott</td>
</tr>
<tr>
<td>19</td>
<td>INAF U6301 Corporate Finance</td>
<td>1 Ailsa Roell</td>
</tr>
<tr>
<td>20</td>
<td>SIPA U6310 Non-Profit Financial Management</td>
<td>2 Sarah Holloway</td>
</tr>
<tr>
<td>21</td>
<td>SIPA U6400 Microeconomic Analysis</td>
<td>2 Emanuele Gerratana</td>
</tr>
<tr>
<td>22</td>
<td>SIPA U6401 Macroeconomic Analysis</td>
<td>2 Andrea Bubula</td>
</tr>
<tr>
<td>23</td>
<td>SIPA U6500 Quantitative Analysis</td>
<td>2 Doru Cojoc</td>
</tr>
<tr>
<td>24</td>
<td>SIPA U6500 Quantitative Analysis</td>
<td>4 Alan Yang</td>
</tr>
<tr>
<td>25</td>
<td>SIPA U6501 Quantitative Analysis II</td>
<td>1 Howard Friedman</td>
</tr>
<tr>
<td>26</td>
<td>INAF U6751 International Human Rights Law</td>
<td>1 Yasmine Ergas</td>
</tr>
<tr>
<td>27</td>
<td>INAF U6820 Theory of International Political Economy</td>
<td>1 David Spiro</td>
</tr>
<tr>
<td>28</td>
<td>INAF U6827 EPD-Methods for Development</td>
<td>3 Eugenia McGill</td>
</tr>
<tr>
<td>29</td>
<td>INAF U6871 War Peace and Strategy</td>
<td>1 Richard Betts</td>
</tr>
<tr>
<td>30</td>
<td>Math Tutor Accounting</td>
<td>1 Andrea Bubula</td>
</tr>
<tr>
<td>31</td>
<td>EMPA U6010 Accounting</td>
<td>1 Norman J. Bartczak</td>
</tr>
<tr>
<td>32</td>
<td>EMPA U6036 Strategic Corporate Social Responsibility</td>
<td>1 Todd Jacobson</td>
</tr>
<tr>
<td>33</td>
<td>EMPA U8200 Public Management</td>
<td>1 Kevin Kelly</td>
</tr>
<tr>
<td>34</td>
<td>EMPA U8213 Microeconomics I</td>
<td>1 Paola Valenti</td>
</tr>
<tr>
<td>35</td>
<td>EMPA U8213 Microeconomics I</td>
<td>1 Emanuele Gerratana</td>
</tr>
<tr>
<td>36</td>
<td>EMPA U8500 Issues in Contemporary Security Policy</td>
<td>1 Richard Betts</td>
</tr>
<tr>
<td>37</td>
<td>ENVP U6234 Sustainability Management</td>
<td>1 Howard N Apsan</td>
</tr>
</tbody>
</table>
## DRA- Instructional

<table>
<thead>
<tr>
<th></th>
<th>Course Code</th>
<th>Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SIPA U4200</td>
<td>Microeconomics</td>
<td>Paola Valenti</td>
</tr>
<tr>
<td>2</td>
<td>INAF U4545</td>
<td>Contemporary Diplomacy</td>
<td>John Hirsch</td>
</tr>
<tr>
<td>3</td>
<td>INAF U6016</td>
<td>Cost Benefit Analysis</td>
<td>Eva Weissman</td>
</tr>
<tr>
<td>4</td>
<td>INAF U6039</td>
<td>International Banking</td>
<td>Fernando Sotelino</td>
</tr>
<tr>
<td>5</td>
<td>INAF U6045</td>
<td>International Capital Markets</td>
<td>Richard Robb</td>
</tr>
<tr>
<td>6</td>
<td>INAF U6061</td>
<td>Global Energy Policy</td>
<td>Manuel Pinho</td>
</tr>
<tr>
<td>7</td>
<td>INAF U6068</td>
<td>Economic Analysis-Environmental Policies</td>
<td>Wolfram Schlenker</td>
</tr>
<tr>
<td>8</td>
<td>PUAF U6110</td>
<td>Politics of Policy Making-Advanced Democracies</td>
<td>Alexander Hertel Fernandez</td>
</tr>
<tr>
<td>9</td>
<td>PUAF U6120</td>
<td>Politics of Policy Making-Comparative Perspectives</td>
<td>George Gray</td>
</tr>
<tr>
<td>10</td>
<td>INAF U6138</td>
<td>Investment in Social Change</td>
<td>Chris Reim</td>
</tr>
<tr>
<td>11</td>
<td>SIPA U6200</td>
<td>Accounting</td>
<td>Norman J. Bartczak</td>
</tr>
<tr>
<td>12</td>
<td>SIPA U6200</td>
<td>Accounting</td>
<td>Alan Brott</td>
</tr>
<tr>
<td>13</td>
<td>PUAF U6239</td>
<td>Comparative Urban Policy</td>
<td>Paul Lagunes</td>
</tr>
<tr>
<td>14</td>
<td>PUAF U6260</td>
<td>Mgmt. Training for Development Professionals</td>
<td>Glenn Denning</td>
</tr>
<tr>
<td>15</td>
<td>INAF U6301</td>
<td>Corporate Finance</td>
<td>Alisa Roell</td>
</tr>
<tr>
<td>16</td>
<td>SIPA U6310</td>
<td>Non-Profit Financial Management</td>
<td>Sarah Holloway</td>
</tr>
<tr>
<td>17</td>
<td>SIPA U6400</td>
<td>Microeconomic Analysis</td>
<td>Emanuele Gerratana</td>
</tr>
<tr>
<td>18</td>
<td>SIPA U6401</td>
<td>Macroeconomic Analysis</td>
<td>Andrea Bubula</td>
</tr>
<tr>
<td>19</td>
<td>SIPA U6500</td>
<td>Quantitative Analysis</td>
<td>Doru Cojoc</td>
</tr>
<tr>
<td>20</td>
<td>SIPA U6500</td>
<td>Quantitative Analysis</td>
<td>Alan Yang</td>
</tr>
<tr>
<td>21</td>
<td>SIPA U6501</td>
<td>Quantitative Analysis II</td>
<td>Howard Friedman</td>
</tr>
<tr>
<td>22</td>
<td>TBD</td>
<td>Quantitative Analysis III</td>
<td>Alan Yang</td>
</tr>
<tr>
<td>23</td>
<td>INAF U6604</td>
<td>Applied Econometrics</td>
<td>Douglas Almond</td>
</tr>
<tr>
<td>24</td>
<td>INAF U8210</td>
<td>Intro to Political Risk Analysis</td>
<td>Mark Rosenberg</td>
</tr>
<tr>
<td>25</td>
<td>ENV VP U6310</td>
<td>Quant Techniques &amp; Systems Analysis</td>
<td>Alison Miller</td>
</tr>
<tr>
<td>26</td>
<td>ENV VP U8213</td>
<td>Microeconomics and Policy Analysis I</td>
<td>Suresh Naidu</td>
</tr>
<tr>
<td>27</td>
<td>DRA IFP</td>
<td>International Fellows Program</td>
<td>Stephen Sestanovich</td>
</tr>
<tr>
<td>28</td>
<td>DRA</td>
<td>Research Assistant for Prof. Mahmood Mamdani</td>
<td>Mahmood Mamdani</td>
</tr>
<tr>
<td>29</td>
<td>DRA</td>
<td>Research Assistant for Prof. David Dinkins</td>
<td>David Dinkins</td>
</tr>
</tbody>
</table>

## DRA-Administrative

<table>
<thead>
<tr>
<th></th>
<th>Concentration</th>
<th>Topic</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Concentration</td>
<td>Economic and Political Development (EPD)</td>
<td>Ilona Vinklerova</td>
</tr>
<tr>
<td>2</td>
<td>Concentration</td>
<td>Energy &amp; Environment</td>
<td>Travis Bradford</td>
</tr>
<tr>
<td>3</td>
<td>Concentration</td>
<td>Human Rights &amp; Humanitarian Policy</td>
<td>Elazar Barkan</td>
</tr>
<tr>
<td>4</td>
<td>Concentration</td>
<td>International Finance &amp; Economic Policy (IFEP)</td>
<td>Richard Robb</td>
</tr>
<tr>
<td>5</td>
<td>Concentration</td>
<td>International Security Policy (ISP)</td>
<td>Richard Betts</td>
</tr>
<tr>
<td>6</td>
<td>Concentration</td>
<td>Urban &amp; Social Policy (USP)</td>
<td>Ester Fuchs</td>
</tr>
<tr>
<td>7</td>
<td>Concentration</td>
<td>Development Practice</td>
<td>2</td>
</tr>
<tr>
<td>---</td>
<td>---------------</td>
<td>----------------------</td>
<td>---</td>
</tr>
<tr>
<td>8</td>
<td>Specialization</td>
<td>Advanced Policy &amp; Economic Analysis</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>Specialization</td>
<td>Applied Science</td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>Specialization</td>
<td>Gender and Public Policy</td>
<td>1</td>
</tr>
<tr>
<td>11</td>
<td>Specialization</td>
<td>International Conflict Resolution</td>
<td>1</td>
</tr>
<tr>
<td>12</td>
<td>Specialization</td>
<td>International Media, Advocacy &amp; Communications</td>
<td>1</td>
</tr>
<tr>
<td>13</td>
<td>Specialization</td>
<td>International Organization</td>
<td>1</td>
</tr>
<tr>
<td>14</td>
<td>Specialization</td>
<td>UN Studies</td>
<td>1</td>
</tr>
<tr>
<td>15</td>
<td>Specialization</td>
<td>Management</td>
<td>2</td>
</tr>
<tr>
<td>16</td>
<td>Specialization</td>
<td>Africa</td>
<td>1</td>
</tr>
<tr>
<td>17</td>
<td>Specialization</td>
<td>East Asia</td>
<td>1</td>
</tr>
<tr>
<td>18</td>
<td>Specialization</td>
<td>East Central Europe</td>
<td>1</td>
</tr>
<tr>
<td>19</td>
<td>Specialization</td>
<td>Latin America</td>
<td>1</td>
</tr>
<tr>
<td>20</td>
<td>Specialization</td>
<td>Middle East</td>
<td>1</td>
</tr>
<tr>
<td>21</td>
<td>Specialization</td>
<td>Russia and Former Soviet States</td>
<td>1</td>
</tr>
<tr>
<td>22</td>
<td>Specialization</td>
<td>South Asia</td>
<td>1</td>
</tr>
<tr>
<td>23</td>
<td>Specialization</td>
<td>United States</td>
<td>1</td>
</tr>
<tr>
<td>24</td>
<td>Center for International Conflict Resolution (CICR)</td>
<td>1</td>
<td>Jessica Baen</td>
</tr>
<tr>
<td>25</td>
<td>Saltzman Institute of War &amp; Peace Studies</td>
<td>1</td>
<td>Richard Betts</td>
</tr>
<tr>
<td>26</td>
<td>Center on Global Economic Governance (CGEG)</td>
<td>1</td>
<td>David Caughlin</td>
</tr>
</tbody>
</table>

**PA- Program Assistants**

<table>
<thead>
<tr>
<th>1</th>
<th>Office of the Academic Administrator for Academic Affairs</th>
<th>2</th>
<th>Joseph Chartier</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Office of the Associate Dean for Academic Affairs</td>
<td>1</td>
<td>Andrew Johnson</td>
</tr>
<tr>
<td>3</td>
<td>Office of Admissions</td>
<td>4</td>
<td>Maggie Pittman</td>
</tr>
<tr>
<td>4</td>
<td>Alumni Office</td>
<td>2</td>
<td>Susan Storms</td>
</tr>
<tr>
<td>5</td>
<td>Office of Career Services</td>
<td>6</td>
<td>Jessica Dennis</td>
</tr>
<tr>
<td>6</td>
<td>Information and Technology Services</td>
<td>12</td>
<td>Harpreet Mahajan</td>
</tr>
<tr>
<td>7</td>
<td>Online News</td>
<td>2</td>
<td>Marcus Tonti</td>
</tr>
<tr>
<td>8</td>
<td>SIPA News</td>
<td>1</td>
<td>Joann Crawford</td>
</tr>
<tr>
<td>9</td>
<td>Office of Student Affairs</td>
<td>5</td>
<td>Yanuaira Lopez-Souza</td>
</tr>
<tr>
<td>10</td>
<td>Web</td>
<td>1</td>
<td>Mark Sealey</td>
</tr>
</tbody>
</table>

**This is a tentative list. Final Assistantship listings are subject to change.**
Fall 2016 Assistantship Job Descriptions

**U4200  Economics for IA & PA; 4 positions**
Paola Valenti

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 U4200 or U6400 and obtained an "A" grade or have passed the microeconomics 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 at the beginning of the Spring 2016.

**U6003 Analysis of Public Sector Organizations; 1 position**
Michael Ting

To be considered for the position, you must have taken and performed very well in the course. A background in political science and economics is helpful.

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. Please email mmt2033@columbia.edu if you have questions. Qualified candidates will be contacted for an interview.

**U6005 Effective Management in the Public Service; 1 position**
Bill Eimicke

The TA serves as the front line 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 Monday night classes from 6-9:30pm. 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.
U6011 Management & Administration of Non Profit Organizations; 1 position  
Gary Bagley

The TA manages all administrative aspects of the course, including:
• posting materials on CourseWorks;
• preparing the classroom (e.g., technology) and printing course material and class syllabus, as needed
• attending class lectures
• taking attendance;
• scheduling class presentations and case study on panel groups;
• communicating with students between sessions;
• accepting and returning assignments;
• reviewing assignments for completeness;
• providing comments on assignments and help for students, as needed
• holding office hours, as needed

U6016 Cost Benefit Analysis; 1 position  
Eva Weissman

Job description for TA position.

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 for this class 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.

U6017 International Trade; 1 position  
Benjamin Mandel

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 for this class 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.

U6018 International Finance & Monetary Theory; 1 position
Richard Clarida

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

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

2) However, students who are enrolled in U6018 this term (Spring 2016) will also be given consideration depending on how they do on the mid term 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 mid term 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.

U6033 Decision Models; 1 position
Lou Riccio

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 for this class 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.
**U6043 Foundations of Sustainable Development Practice; 2 positions**  
Shiv Someshwar

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

- completed U6043 and obtained at least "A-" grade
- good overall understanding of sustainable development, including theoretical foundations
- experience in leading group discussions
- demonstrated high quality of writing

One of the two TAs is expected to take the lead in ensuring connectivity at the weekly MDP Network Global Classroom, and should have experience and be comfortable working with social media.

The TAs for U6043 will be required to attend each lecture, lead recitation, and hold office hours and perform other course-related tasks, including grading portions of assignments.

No action is necessary to express interest in this position (besides the official application). Qualified candidates may be called for an interview in February 2016.

**U6045 International Capital Markets; 1 position**  
Richard Robb

Job description for TA position.

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 for this class 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 (besides the official application). Note that interviews are at the discretion of the instructor.
U6065 Economics of Energy; 1 position
Gernot Wagner

To be considered for the position, you must:
1) have completed U4200 or U6400 (or an equivalent, intermediate economics class) and obtained an "A" grade;
2) be able to explain difficult economic concepts in a simple manner;
3) be a terrific writer;
4) have patience and be reliable; and
5) enjoy working with other students in a teaching capacity.

I am looking for two TAs for U6065, both of whom will be required to attend each lecture, hold office hours and tutoring sessions and perform other course-related tasks, including grading weekly essay assignments and portions of exams. At least one TA will also teach weekly recitations. Total workload is about 15 to 20 hours per week on average. No action is necessary to express interest in this position (beside the official application). Qualified candidates might be called for an interview in the first two weeks of February 2016.

U6072 Energy Systems Fundamentals; 2 positions
Travis Bradford

To be considered for the position, you must:
1) have completed U6072 or SUMA K4155 and obtained an “A” or "A-" grade;
2) demonstrated a willingness to participate as a student leader in some capacity;
3) be able to patiently and repeatedly explain difficult concepts in a simple manner;
4) be reliable and able to return assignments quickly; and
5) enjoy working with other students in a teaching capacity.

The TA for U6072 will be required to attend each lecture, teach recitation, organize student and outside speakers, manage I Clickers, hold office hours and tutoring sessions 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). Qualified candidates might be called for an interview in the first two weeks of February 2016.

U6110 Politics of Policy Making-Advanced Democracies; 2 positions
Alexander Hertel-Fernandez

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

1) have completed the course and obtained an "A-" grade or better;
2) be able to explain difficult concepts in a simple manner;
3) have excellent writing skills and communicate clearly and concisely on paper;
4) have patience and be reliable and flexible;
5) enjoy working as part of a TA ‘team’ that is required to help manage a large, diverse and demanding class structure

6) enjoy working with other students (including peers in your program) in a teaching capacity; and

7) have an interest in learning more about politics and policymaking in the United States and other advanced democracies.

A TA for this class will be required to attend each lecture and take appropriate notes; teach recitation (potentially more than one section); meet with the members of the TA/DRA ‘team’ and with the professor each week to check in, review material for the week, and assess student progress; 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.

---

**U6120 Politics of Policy Making-Comparative Perspectives; 4 positions**  
**George Gray**

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 for this class 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.

---

**U6200 Accounting; 1 position**  
**Norman J. Bartczak**

Job description for TA position.

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 for this class 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.

<table>
<thead>
<tr>
<th>U6200 Accounting; 2 positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alan Brott</td>
</tr>
</tbody>
</table>

Responsibilities include attending classes, teaching weekly recitations, assisting in grading of exams, 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.

<table>
<thead>
<tr>
<th>U6301 Corporate Finance; 1 position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ailsa Roell</td>
</tr>
</tbody>
</table>

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, but also contact ar2319@columbia.edu indicating your interest and qualifications.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Positions</th>
<th>TA Name</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>U6310</td>
<td>Non-Profit Financial Management; 2 positions</td>
<td>Sarah Holloway</td>
<td>To be considered for the position of TA, you must: 1) have completed U6310 and received an A or A- grade; 2) be proficient in Excel and in PPT; 3) be organized; 4) enjoy working with other students in support capacity. The TA for U6310 will be required to attend each lecture, hold office hours and perform other course-related tasks, including grading portions of assignments. No action is necessary to express interest in this position (beside the official application). Qualified candidates might be called for an interview in the first two weeks of February 2016.</td>
<td></td>
</tr>
<tr>
<td>U6400</td>
<td>Economic Analysis for IA &amp; PA; 2 positions</td>
<td>Emanuele Gerratana</td>
<td>To be considered for the position, you must: 1) Have completed U6400 and obtained an &quot;A&quot; 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 for U6400 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. Requirements: No action other than the official application is necessary to express interest in this position. Qualified candidates may be called for an interview at the beginning of the Spring 2016.</td>
<td></td>
</tr>
</tbody>
</table>
U6401 Economic Analysis for IA & PA; 2 positions
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.
Commitment: 20 hours per week
No action other than the official application is necessary to express interest in this position. Some top candidates will be called for an interview at the beginning of the Spring 2016.

U6500 Quantitative Analysis; 2 positions
Doru Cojoc

To be considered for a TA position, you must:

a) have completed U6500 and obtained an “A” grade
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 main responsibility of a TA is teaching the weekly recitations, which include instructions of STATA in the computer lab. The TAs will be responsible, together with the instructor, for creating materials for the labs, including lecture slides and STATA do files.

The TA will attend each lecture, hold office hours and tutoring sessions. The TA will also participate, together with the instructor and the DRA, in writing questions for various assignments. The TAs will also be responsible for grading various assignments.
### U6500 Quantitative Analysis; 4 positions

*Alan Yang*

To be considered for the position of TA for U6500 Quantitative Analysis I you must:

1) Have completed U6500 and obtained an “A” grade. Ideally, you will also have completed U6501 Quant II by Fall 2016.
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 U6500 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 in February 2016.

### U6501 Quantitative Analysis II; 1 position

*Howard Friedman*

The TA supports the instruction of the course mostly through holding two recitation sections a week. The materials for these recitation sections have already been developed and mostly comprise of highlighting key concepts from the lecture, STATA concepts, preparation for the final project and preparation for the exams. The TA holds one office hour a week and provides support in grading the midterm and final. The TA provides insight into the draft exams to ensure that the questions are well formulated, clear and fair. The TA is a thought partner in improving the student’s learning experience.

### U6751 International Human Rights Law; 1 position

*Yasmine Ergas*

The TA for international human rights law must have successfully completed this course (or a very similar one also focused on international human rights law) and demonstrate strong interest in the subject matter. The TA is expected to: attend all classes; lead two weekly recitations, focusing particularly on doctrines and cases and, as relevant, their application to current affairs; hold weekly office hours to address students’ questions about course materials; conduct midterm and final review sessions; assist in the preparation of debates and exams and of all relevant materials (including fact patterns and grading grids); assist with grading on the basis of the grading grids; and provide general support for the organization and management of the course.

### U6820 Theory of International Political Economy; 1 position

*David Spiro*

The TA for International Political Economy must have a background in International Political Economy, Introductory Macroeconomics, and International Relations Theory. Having done such coursework at SIPA is essential; advanced coursework elsewhere also fulfills this requirement. Performance in such classes will also be considered. Previous teaching experience is a plus. TAs will be expected to help with course administration, syllabus preparation, and some research. TAs may be asked to administer exams and conduct
review sessions. Successful TAs enjoy working with students, and are interested in the subject.

U6827 EPD-Methods for Development; 3 positions
Eugenia McGill

The Teaching Assistants for U6827 Methods for Development Practice each attend one of the weekly class sessions and keep track of class attendance and student participation; prepare and lead 3-4 recitation sessions; help with the logistical arrangements for guest speakers and optional skills sessions; help grade group assignments based on detailed rubrics; provide input and feedback to the instructors on course material and activities; and hold weekly office hours. To be considered for the position, you should have completed U6827 with a grade of A- or better, and have a demonstrated interest in development practice methods; have participated in the EPD workshop or a comparable capstone project; have some experience in teaching, training, tutoring or public speaking; and feel comfortable working with other students in a teaching capacity. Qualified candidates will be invited to interview in the first two weeks of February. Interested students can email Professor McGill (em419) or Professor Lagunes (pfl2106) in advance if they have any questions about the position.

U6871 War Peace and Strategy; 1 position
Richard Betts

The TA works with two to three TAs from the Political Science department to conduct discussion sections for undergraduate and graduate students, emphasizing clarification of readings and integration of themes in the course. They also attend all lectures, grade midterm and final examinations, and answer student questions outside of class. Candidates should themselves have earned a grade of straight A in the course (although ones who earned A Minus may be considered) and should be adept at combining understanding and analysis of theoretical and policy issues, comparison of arguments, and clear explanation of concepts, debates, and historical examples.
**Math Tutor; 1 position**  
**Andrea Bubula**  

The math tutor is expected to assist a limited number of students in the more quantitative courses of the fall semester. Further, the math tutor is expected to grade the math quiz that is administered to the entering class in early September.

**Requirements:**  
To be considered for the position, you must:  
1) Have obtained a grade of at least "A" in the economics courses in the fall semester;  
2) Have patience and be reliable; and  
3) Enjoy working with other students in a teaching capacity.  

**Commitment:** 20 hours per week

No action other than the official application is necessary to express interest in this position. Some top candidates will be called for an interview at the beginning of the Spring 2016.

---

**EMPA U6010 Accounting; 1 position**  
**TBD; Hiring Manager: Norman Bartczak**

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 for this class 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.

---

**EMPA U6036 Strategic Corporate Social Responsibility; 1 position**  
**Todd Jacobson**

To be considered for the position of TA for this class, you must:  
1) have completed the course and obtained an "A" grade;  
2) support course execution (i.e., courseworks, reading, office hours)  
3) be able to explain difficult concepts in a simple manner;
4) have patience and be reliable; and

5) 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 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.

**EMPA U8200 Public Management; 1 position**

**Kevin Kelly**

To be considered for the position of TA for this class, you must:
1) be able to explain difficult concepts in a simple manner;
2) have patience and be reliable; and
3) 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 portions of assignments and exams. Preference will be given to Management Students. No action is necessary to express interest in this position (beside the official application). Note that interviews are at the discretion of the instructor.

**EMPA U8213 Microeconomics I; 1 position**

**Paola Valenti**

The TA for U8213 will be required to attend lectures, teach recitations, hold office hours, and perform other course-related tasks, including grading assignments and exams.

Requirements:
To be considered for the position, you must:
1) Have completed U4200 or U6400 and obtained an "A" grade or have passed the microeconomics 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 at the beginning of the Spring 2016.
<table>
<thead>
<tr>
<th>Course</th>
<th>Position</th>
<th>TA Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPA U8213 Microeconomics</td>
<td>1 position</td>
<td>Lalith Munasinghe</td>
</tr>
<tr>
<td>The TA for U8213 will be required to attend lectures, teach recitations, hold office hours, and perform other course-related tasks, including grading assignments and exams.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requirements: To be considered for the position, you must:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Have completed U4200 or U6400 and obtained an &quot;A&quot; grade;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Be able to explain difficult concepts in a simple manner;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Have patience and be reliable; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) Enjoy working with other students in a teaching capacity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No action other than the official application is necessary to express interest in this position. Qualified candidates may be called for an interview at the beginning of the Spring 2016.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMPA U8500 Issues in Contemporary Security Policy</td>
<td>1 position</td>
<td>Richard Betts</td>
</tr>
<tr>
<td>The TA must attend twelve Saturday morning class sessions in the fall, grade student papers (providing helpful comments on each) and take-home final examinations, be available to answer student questions about assigned readings and course activities and requirements, and handle classroom equipment details.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candidates must normally have received a grade of straight A in U6871 (War, Peace, and Strategy), although ones who received A Minus may be considered if other academic qualifications are high.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENVP U6234 Sustainability Management</td>
<td>1 position</td>
<td>Howard N Apsan</td>
</tr>
<tr>
<td>The TA for Sustainability Management, a core class in the MPA-ESP program at SIPA, should have a background in sustainable development, management and writing/editing. The set time commitment consists of a weekly class session, from 6:10pm to 8:00pm and weekly office hours. The TA is also responsible for meeting with the professor to review the following week’s material, addressing student inquiries in a timely and professional manner, working with student project teams, and grading memos and other assignments. Successful TAs are detail-oriented and reliable, have excellent verbal and written communication skills, and enjoy working with students in a teaching capacity. Applicants are not expected to have completed the course in an earlier term, but must be familiar with the core concepts of sustainability and organizational management.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**U4200 Economics for IA & PA; 8 positions**  
Paola Valenti

The DRA for U4200 will be required to attend lectures, hold office hours, offering tutoring sessions, and perform other course-related tasks, including grading portions of assignments and exams and attending team meetings.

Requirements:  
To be considered for the position, you must:  
1) Have completed U4200 or U6400 and obtained an "A" grade or have passed the microeconomics 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 at the beginning of the Spring 2016.

**U4545 Contemporary Diplomacy; 1 position**  
John Hirsch

“Contemporary Diplomacy” U4545 considers the role of the diplomat in the post Cold War world, assessing the challenges facing diplomacy in 2016 as more states as well as non-state actors are involved in international decision making on a wide range of political, economic and social issues. The Teaching Assistant should have a strong background in international relations, and be familiar with the latest literature on the multilateral system including the United Nations as well as regional organizations.

The TA assists the instructor in reviewing recent literature and updating the syllabus, posting updated information on Courseworks weekly regarding class assignments and assisting in the preparation of a negotiation simulation. For the past three years this has dealt with the Mali peace process but it will be a different topic in 2016. The Teaching Assistant is a key liaison with the class responding to questions regarding assignments or other matters, and at the end of the semester prepares an independent evaluation based on student assessments which assists the Instructor in considering further modifications of the course.

**U6016 Cost Benefit Analysis; 1 position**  
Eva Weissman

The DRA for this class will be required to attend each lecture, and perform other course-related tasks. No action is necessary to express interest in this position (beside the official application). Note that interviews are at the discretion of the instructor.

In quantitative courses, DRAs are responsible for grading weekly assignments and exams as well as maintaining student records. They generally hold office hours to address questions about course material. DRAs also perform other related duties as assigned by the course instructor.
### U6039 International Banking; 1 position
**Fernando Sotelino**

The TA for U6039, International Banking must have knowledge of macroeconomics and corporate finance. Ideally, the TA for U6039 Fall would have already taken either this course or some banking and/or international finance course at SIPA.

The TA for U6039 will be required to attend each lecture, hold office hours, and assist the Instructor with logistical aspects of the course (including grading of certain assignments). Mid-term and final exams will be graded by the Instructor. Qualified candidates may be called for an interview.

### U6045 International Capital Markets; 1 position
**Richard Robb**

The DRA for this class will be required to attend each lecture, and perform other course-related tasks. No action is necessary to express interest in this position (beside the official application). Note that interviews are at the discretion of the instructor. In quantitative courses, DRAs are responsible for grading weekly assignments and exams as well as maintaining student records. They generally hold office hours to address questions about course material. DRAs also perform other related duties as assigned by the course instructor.

### U6061 Global Energy Policy; 3 positions
**Manuel Pinho**

The DRA for this class will be required to attend each lecture, and perform other course-related tasks. No action is necessary to express interest in this position (beside the official application). Note that interviews are at the discretion of the instructor. In quantitative courses, DRAs are responsible for grading weekly assignments and exams as well as maintaining student records. They generally hold office hours to address questions about course material. DRAs also perform other related duties as assigned by the course instructor.

### U6068 Economic Analysis-Environmental Policies; 1 position
**Hiring Manager: Wolfram Schlenker**

The DRA for this class will be required to attend all lectures, grade (approximately six) problem sets, and hold review sessions before the midterm and final. The DRA is expected to answer questions students might have about the class assignments by email. DRA might also perform other related duties as assigned by the course instructor.

### U6110 Politics of Policy Making- Advanced Democracies; 1 position
**Alexander Hertel-Fernandez**

The DRA for this class will be considered part of the TA ‘team’ and, like the PoP TAs, will be required to attend each lecture and take appropriate notes and perform other course-related tasks, including grading portions of assignments and exams and meeting in office hours with students to discuss assignments. As a member of the TA 'team', the DRA will participate in weekly course meetings. The DRA will also maintain
grading spreadsheets and class files. The PoP DRA is typically the primary contact for class-wide communications through Courseworks. The DRA will not, however, teach a recitation section.

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

<table>
<thead>
<tr>
<th>U6120 Politics of Policy Making- Comparative Perspectives; 1 position</th>
<th>George Gray</th>
</tr>
</thead>
<tbody>
<tr>
<td>The DRA for this class will be required to attend each lecture, and perform other course-related tasks. No action is necessary to express interest in this position (beside the official application). Note that interviews are at the discretion of the instructor. In quantitative courses, DRAs are responsible for grading weekly assignments and exams as well as maintaining student records. They generally hold office hours to address questions about course material. DRAs also perform other related duties as assigned by the course instructor.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>U6138 Investment in Social Change; 1 position</th>
<th>Chris Reim</th>
</tr>
</thead>
<tbody>
<tr>
<td>The DRA for this class will be required to attend each lecture, and perform other course-related tasks. No action is necessary to express interest in this position (beside the official application). Note that interviews are at the discretion of the instructor. In quantitative courses, DRAs are responsible for grading weekly assignments and exams as well as maintaining student records. They generally hold office hours to address questions about course material. DRAs also perform other related duties as assigned by the course instructor.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>U6200 Accounting; 2 positions</th>
<th>Norman J. Bartczak</th>
</tr>
</thead>
<tbody>
<tr>
<td>The DRA for this class will be required to attend each lecture, and perform other course-related tasks. No action is necessary to express interest in this position (beside the official application). Note that interviews are at the discretion of the instructor. In quantitative courses, DRAs are responsible for grading weekly assignments and exams as well as maintaining student records. They generally hold office hours to address questions about course material. DRAs also perform other related duties as assigned by the course instructor.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>U6200 Accounting; 3 positions</th>
<th>Alan Brott</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRA: Responsibilities include attending classes, assisting in grading of exams, 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 DRA’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.</td>
<td></td>
</tr>
</tbody>
</table>
**U6239 Comparative Urban Policy; 2 positions**  
**Paul Lagunes**  
The DRA for Comparative Urban Policy must have taken the course and excelled in it. DRAs will be expected to attend each lecture and to complete a set of tasks over the course of the semester, key among these are: grading the midterm and weekly assignments; contributing to the lectures in a helpful way, such as, enhancing the slides; keeping track of student participation; answering students' questions over email and during office hours; and organizing a TimeOut lunch for students. The successful DRA will feel passionate about the course material and about teaching. If you are interested in this position email pfl2106@columbia.edu indicating your qualifications and the reasons for your interest.

**U6260 Management Training for Development Professionals; 1 position**  
**Hiring Manager: Glenn Denning**  
The DRA for Management Training for Development Professionals, which is a required course for MPA – DP 2nd Year Graduate Students, must have an interest in leadership and management practice for international development. Experience with international development and some coursework related to management is preferred. The DRA will attend the 2 sections each week (about 25 students in each section), assist the instructor with a few facilitated class discussions, help grade some basic papers and keep tabs on attendance and class participation by students. If you are interested in this position email jcd2205@columbia.edu indicating your qualifications and the reasons for your interest.

**U6301 Corporate Finance; 1 position**  
**Ailsa Roell**  
The DRA 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 at SIPA 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. DRAs are expected to:  
(a) hold a weekly office hour, 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  
If you are interested in this position please apply officially, but also contact ar2319@columbia.edu indicating your interest and qualifications.
**U6310 Non-Profit Financial Management; 2 Positions**
Sarah Holloway

To be considered for the position of DRA for U6310 Nonprofit Financial Management, you must

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

2) be expert Excel and proficient in PPT;

3) be organized;

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

The DRA for U6310 will be required to lead twice weekly, 1 hour 'recitations/labs,' 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 in the first two weeks of February 2016.

---

**U6400 Economic Analysis for IA & PA; 3 positions**
Emanuele Gerratana

The DRA for U6400 will be required to attend lectures, hold office hours, offering tutoring sessions, and perform other course-related tasks, including grading portions of assignments and exams and attending team meetings.

Requirements:
To be considered for the position, you must:

1) Have completed U6400 and obtained an "A" or "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 other than the official application is necessary to express interest in this position. Qualified candidates may be called for an interview at the beginning of the Spring 2016.
**U6401 Economic Analysis for IA & PA; 3 positions**  
**Andrea Bubula**

The DRAs 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:
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.

Commitment: 15 hours per week
No action other than the official application is necessary to express interest in this position. Some top candidates will be called for an interview at the beginning of the Spring 2016.

**U6500 Quantitative Analysis; 3 positions**  
**Doru Cojoc**

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

**U6500 Quantitative Analysis; 6 positions**  
**Alan Yang**

To be considered for the position of TA for U6500 Quantitative Analysis I you must:
1) Have completed U6500 and obtained an “A” grade. Ideally, you will also have completed U6501 Quant II by Fall 2016.
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 DRA for U6500 will be required to attend each lecture, hold office hours and tutoring sessions, and perform other course-related tasks, including grading assignments and exams. No action is necessary to
express interest in this position (besides the official application). Qualified candidates might be called for an interview in February 2016.

**U6501 Quantitative Analysis II; 1 position**  
**Howard Friedman**

The DRA handles much of the logistics of the course including ensuring that Courseworks is appropriately established and functioning. Grading responsibilities include 5 homework assignments and sharing the responsibility of grading the midterm and final exam. The DRA holds one office hour a week. The DRA provides insight into the draft exams to ensure that the questions are well formulated, clear and fair. The DRA is a thought partner in improving the student’s learning experience.

**U6604 Applied Econometrics; 1 position**  
**Douglas Almond**

To be considered for the position, you must:  
1) have completed U6501 and obtained an A or A+ grade;  
2) have strong proficiency in STATA;  
3) have graduate coursework in microeconomics and macroeconomics and received at least an A- in these courses;  
4) be familiar and interested in (applied micro) academic research papers;

DRAs will be expected to:  
1) help faculty grade assignments and exams;  
2) hold weekly office hours;  
3) perform other course-related tasks as they arise;  
4) attend each lecture

**U8210 Intro to Political Risk Analysis; 1 position**  
**Mark Rosenberg**

The DRA for Political Risk must have a background in political science and/or international/area studies, as well as a solid understanding of macroeconomics. A previous high performing student in the course is highly preferred. The DRA will play a major role in course administration, including communication with students, monitoring in-class participation, and collecting and organizing assignments. Input on student performance will be welcomed but is not required. If you are interested in this position email mr3561@columbia.edu indicating your qualifications and the reasons for your interest.

**ENVP U6310 Quantitative Techniques and Systems Analysis in Policy making; 1 position**  
**TBD; Hiring Manager: Alison Miller**

The DRA for Political Risk must have a background in political science and/or international/area studies, as well as a solid understanding of macroeconomics. A previous high performing student in the course is highly preferred. The DRA will play a major role in course administration, including communication with students, monitoring in-class participation, and collecting and organizing assignments. Input on student performance will be welcomed but is not required. If you are interested in this position email mr3561@columbia.edu indicating your qualifications and the reasons for your interest.
<table>
<thead>
<tr>
<th>Position</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENVP U8213 Microeconomics and Policy Analysis I; 1 position</strong>&lt;br&gt;Suresh Naidu</td>
<td>The DRA for this class will be required to attend each lecture, and perform other course-related tasks. No action is necessary to express interest in this position (beside the official application). Note that interviews are at the discretion of the instructor. In quantitative courses, DRAs are responsible for grading weekly assignments and exams as well as maintaining student records. The successful DRA applicant will have substantial experience in microeconomics at the advanced undergraduate and masters level. They generally hold office hours to address questions about course material. DRAs also perform other related duties as assigned by the course instructor.</td>
</tr>
<tr>
<td><strong>DRA IFP International Fellows Program; 2 positions</strong>&lt;br&gt;Stephen Sestanovich</td>
<td>The DRA(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 DRA’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 DRA is desirable but not required.</td>
</tr>
<tr>
<td><strong>DRA Mamdani</strong>&lt;br&gt;Research Assistant for Prof. Mahmood Mamdani; 1 position</td>
<td>The DRA assists Professor Mamdani with the management of his courses on Courseworks, student communications, and administrative matters, including travel, speaking engagement. The DRAs will be asked to liaise with students; oversee Professor Mamdani’s academic schedule; and liaise with other departments; control budgeting and supplies for the office; and manage all technology. DRAs also perform library and other related research duties as assigned by the professor. Strong organizational and computer skills are a must.</td>
</tr>
</tbody>
</table>
DRA Dinkins
Research Assistant for Prof. David Dinkins; 1 position

The position(s) of DRA in the office of David N. Dinkins, Professor in the Practice of Public Policy and 106th Mayor of the City of New York, reports directly to the Program Manager. This role dictates the selection of a hard-working, critical thinker, with excellent communication skills – especially the ability to write with excellence on deadline.

Appointment would be favored for someone with a previously demonstrated solid work ethic and initiative to self-start with an awareness of addressing the many details that come with the unique projects and opportunities that may present themselves on a former mayor’s schedule. We would need a special individual with strong intuition for a short learning curve in a hectic environment, someone who is patient and adaptive and the ability to self-start and work on own and successfully balance competing demands-on-deadline as a member of this support team.

Our candidate(s) must have a history of academic excellence and be able to maintain that record under the pressures of this office without disruption to the position requirements. The candidate must have previously taken either Critical Issues in Urban Public Policy or Practical Problems in Urban Public Policy with a minimum GPA of B+ in all courses.

Responsibilities of this DRA position(s) include:

• Assist Program Manager with a variety of day-to-day operations in the office of the Professor in Practice of Public Affairs with diplomacy, professionalism and poise;

• Coordinate and assist with communications for Program Manager with faculty, students and administrative staff as well as external Dinkins community as appropriate;

• Research, and collect raw materials needed for speechwriting, presentations and other correspondence on deadline;

• Assist Program Manager with office management improvement projects including the continued digitization of files and coordination with the Libraries for Dinkins Archives;

• Perform related office, phone, and emailing duties as assigned;

• Assist Program Manager with public events such as the annual Dinkins Forum, and any ad hoc/timely events that arise out of current (local or national) events or as a result of the nonprofit organizations on which Dinkins serves. These activities will include coordinating press activities, social media, correspondence, external venues, etc.

• Serve in the position for both fall and spring terms of the school year.
Concentrations - Economic and Political Development (EPD); 2 positions
Ilona Vinklerova

The EPD DRA acts as the main liaison between EPD students, faculty and staff. S/he addresses the needs of EPD students in their education and career capacities. S/he also has a goal of creating cohesion and building community within one of the largest concentrations at SIPA.

Specific responsibilities
• Advise current students and prospective students on EPD curriculum, possible careers, and future plans.  
• Keep students up to date on events and other important announcements through a weekly newsletter, Facebook, and OrgSync.  
• Work with the EPD staff on shaping the EPD curriculum, which may entail communicating with the EPD study body to understand potential gaps and concerns.  
• Organize and plan social, academic and career events for current students (mainly an annual EPD retreat, alumni events, internship panel, receptions, lunch time speaker talks, and evening panel discussions).  
• Organize and lead Career Club, a program that guides students in their professional development. Further coordinate with career services on events, and other students’ internship/job search needs.  
• Collaborate with other concentrations, specializations and/or student groups on planning or co-sponsoring events.  
• Provide general administrative support to the concentration and the workshop program with reserving rooms, designing and printing event posters, photocopying, flyering, submitting food orders, updating documents.  
• Hold office hours and participate in weekly office meetings.

Time commitment is 15 hours/week, including 10 office hours and 5 “floating” hours. The position begins during the week of fall orientation (generally the last week of August). This role is very time intensive at the beginning of the year when working with new students, planning for the upcoming year and getting up to speed.

Qualifications/Skills
Students interested in EPD DRA positions must be EPD concentrators and should have taken at least one EPD core course. They should be familiar with EPD curriculum and have participated in at least 2-3 EPD events.

The following skills are essential:
1. Strong leadership skills (EPD DRAs lead multiple events including an annual EPD retreat for 100 students)  
2. Strong written and oral communication skills (EPD DRAs produce a weekly newsletter and do many presentations, such as during fall orientation or at Open House for admitted students)  
3. Strong organizational and time management skills (ability to balance work and classes, adhering to deadlines and juggling multiple tasks)

The following skills are helpful:
1. Community building and organizing (ability to create a sense of community and belonging in a large group within an even larger institution)  
2. Innovation and creativity (understand the needs of the students in all aspects of their education and thinking of innovative ways to meet these needs)

Selection Process
Students will be asked to complete a brief EPD questionnaire prior to their interview with the EPD staff.
Concentrations - Energy & Environment; 2 positions
Travis Bradford

The EE DRAs assist the Program Director and Manager with development and implementation of programs and initiatives for the concentration. The DRAs 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 in the first two weeks of February 2016.

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, et al.
• Event management: give leadership and/or substantial contribution to the planning and execution of orientation, the concentration retreat, the symposium, “the Program” workshops 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 OrgSync, LinkedIn, and Facebook.
• Partner liaison: facilitate communication and collaboration with OSA, OCS, ECO and SEA, among others as necessary.
• DRA project: propose, develop and implement a DRA project that will enhance an identified element of the concentration over the course of the year.

Qualifications for EE DRA 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

Concentrations - Human Rights & Humanitarian Policy; 2 positions
Elazar Barkan

The DRA provide the main focal point for students in the concentration. S/he is responsible for organizing a number of events throughout the year including Fall retreat, fall conference, ad hoc events including brown bags and happy hours, Orientation, and the Human Rights Practicum (Fall organizing of Spring Semester course). Event organization includes booking the room or venue, publicity, contacting speakers, preparing materials, ordering food, and keeping track of the concentration's budget. The DRA is responsible for responding to any questions students have about the concentration, send out a weekly bulletin with relevant events, jobs, and other opportunities, ensure the audit list is updated, update curriculum materials when needed, support OCS in organizing career panels, and appear at Open House day for incoming students and any other interaction between the concentration and current and perspective students. Above all, the role requires good organizational skills.
### Concentrations - International Finance & Economic Policy (IFEP); 2 positions

**Richard Robb**

The IFEP DRAs assist the Concentration Coordinator and Directors with development and implementation of programs and initiatives for the concentration. The DRAs assist with 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 IFEP. Qualified candidates might be called for an interview in the first two weeks of February 2016.

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, et al.
- **Event management:** give leadership and/or substantial contribution to the planning and execution of orientation, the concentration retreat, the annual Internship Panel, and other misc. brown bags or events as they come up. Includes assistance with booking rooms, AV and catering, and managing publicity as requested by Coordinator. DRAs organize and lead weekly committee meetings, which function as primary community-building opportunity for IFEP students.
- **Communications/Newsletter:** responsible for content generation in weekly email blast, as well as content on platforms that can include OrgSync, 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 Coordinator edit publication, sent to entire concentration and alumni.
- **Partner liaison:** facilitate communication and collaboration with OSA, OCS, ECO and SEA, among others as necessary.
- **DRA project:** propose, develop and implement a DRA project that will enhance an identified element of the concentration over the course of the year.

Qualifications for IFEP DRA positions:

- Excellent oral and written communications skills; avid social media users 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 and Coordinator needs

### Concentrations - International Security Policy (ISP); 2 positions

**Richard Betts**

DRAs for ISP handle organization and management of the concentration’s academic communications and co-curricular activities, especially the September retreat, November 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 U6871 (War, Peace, and Strategy), experience in organizing logistical matters efficiently and promptly, a friendly temperament conducive to effective interaction with students and service providers, and should have participated in the retreat, field trip, and crisis simulation. 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).

<table>
<thead>
<tr>
<th>Concentrations - Social &amp; Urban Policy (USP); 2 positions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ester Fuchs</strong></td>
</tr>
<tr>
<td>Applicants must be pursuing the concentration/specialization in which they are seeking to obtain a DRA position. DRAs 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. DRAs plan events, maintain communication with students, and work with the SIPA administration on concentration/specialization/institute/program-related issues. DRAs also perform other related duties as assigned by the Director.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentrations - Development Practice; 2 positions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>André Correa d’Almeida</strong></td>
</tr>
<tr>
<td>MPA-DP Internal Communications DRA:</td>
</tr>
<tr>
<td>The MPA-DP is hiring a DRA 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. Interested candidates must be 2nd year MPA-DP students during the academic year 2016-2017.</td>
</tr>
<tr>
<td>MPA-DP External Communications DRA:</td>
</tr>
<tr>
<td>The MPA-DP is hiring a DRA 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 DRA 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. Interested candidates must be 2nd year MAP-DP students during the academic year 2016-2017.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specializations - Advanced Policy &amp; Economic Analysis; 1 position</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sharyn O’Halloran</strong></td>
</tr>
<tr>
<td>The PA for Advanced Policy and Economic 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 <a href="mailto:so33@columbia.edu">so33@columbia.edu</a> indicating your qualifications and the reasons for your interest.</td>
</tr>
</tbody>
</table>
**Specializations - Applied Science; 1 position**  
**Ben Orlove**

Job description for DRA in Applied Science  
The core task of the DRA in Applied Science is to provide support for the faculty director of the specialization, in order to administer the specialization more effectively. More specifically, the DRA coordinates networking, career and social events for the specialization; maintains contact with the students in the specialization through email and social media; meets with the students as needed; helps update information on the specialization for SIPA websites and forms; tracks course offerings of relevance for the specialization (of particular importance for this specialization, granted its breadth); promotes communication between the director and the students in the specialization; assures that the director has student perceptions and concerns in mind.  
In addition, the DRA provides support to the director for his research and outreach activities in environmental and climate policy, by conducting bibliographic research, conducting brief descriptions and analysis of organizations involved in this policy area, and assisting in related activities (e.g., supporting the preparation of special issues of journals).  
The key qualification is that the DRA should be in the Applied Science specialization. Students in the specialization understand it, and can interact more directly with other students in the specialization. A DRA who was in another specialization would lack this knowledge and legitimacy.  
In addition, the student should have certain ‘hard’ skills (some familiarity with Excel and social media) and ‘soft’ skills (reliability, punctuality, good communication skills with other students, an ability to keep track of multiple deadlines).

**Specializations - Gender and Public Policy; 1 position**  
**Yasmine Ergas**

The DRA 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 DRA 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 DRA 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 DRA 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 DRA 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 DRA must maintain an excellent relationship with student groups specifically relating to gender issues (such as GPWG, Spectrum, WIL, WIPS). The DRA 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 DRA will be called upon to assist with other tasks as needed.  
The DRA also assists the Director of the Specialization in her capacity as co-chair of the Women’s, Gender and Sexuality Studies Council.

**Specializations - International Conflict Resolution; 1 position**  
**Jessica Baen**
The ICR DRA assists the Program Director and Coordinator with development and implementation of programs and initiatives for the specialization. The DRA 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 OrgSync and Facebook.
- Liaise with SIPA departments: facilitate communication and collaboration with departments including OSA, OCS and Communications.
- Assist in all administrative functions for the specialization: includes tracking student enrollment in the specialization, subscriptions to OrgSync, 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.

**Specializations - International Organizations & UN Studies; 1 position**

Elisabeth Lindenmayer

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.

Specializations – Management; 2 positions
Sarah Holloway

To be considered for the position of Management DRA, you must be in the Management Specialization. The position requires someone with a high attention to detail and great and planning & project management skills including organizing lectures and other events, student happy hours, etc. 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.

Specializations - Media, Advocacy & Communications; 1 position
Anya Schiffrin

SIPA’s Media and Communications specialization seeks an energetic and enthusiastic DRA 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 IMAC’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 DRA position seriously. Please only apply if you have lots of free time as being the IMAC DRA 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 IMAC DRA may not be for you. All interested candidates should be enrolled in IMAC and—as part of the DRA application process—be ready to answer some questions about IMAC and perform a small task demonstrating your presentation skills.

Specializations – Africa; 1 position
Mamadou Diouf

The DRA for the Institute of African Studies assists with all aspects of the Institute's events and programs on Africa. In this capacity, the DRA 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 DRA 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 DRA 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 DRA organizes and hosts a panel on internships in Africa in the fall term.
### Specializations - East Asia; 1 position

**Jamie Yen Tan**

**Eligibility**
- SIPA students only
- Availability to work 15 hours per week at WEAI
- Enroll for at least 12 points per semester

**Selection criteria include**
- Academic excellence
- Proven organizational skills
- Interest in East Asia and East Asian language ability

**Duties include**
- Planning and organizing East Asia related student events
- Managing APAC, a WEAI-affiliated student group
- Assisting WEAI faculty and staff with work as needed

### Specializations - East Central Europe; 1 position

**Alla Rachkov**

Applicants must be pursuing the concentration/specialization in which they are seeking to obtain a DRA position. DRAs 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. DRAs plan events, maintain communication with students, and work with the SIPA administration on concentration/specialization/institute/program-related issues. DRAs also perform other related duties as assigned by the Director.

### Specializations - Latin America; 1 position

**Eliza Kwon**

The DRA 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 DRA will also assist with event logistics, such as AV, ordering foods, reserving hotels and booking flights. The DRA will be work with other assistants to make sure that the events are properly disseminated. The following requirements are necessary:
1) At least one semester of SIPA in New York City
2) Knowledge of Spanish and/or Portuguese at least intermediate-high level
3) Prior administrative and event experience
4) Ability to multi-task different assignments in a very fast pace environment
5) Proficiency in computer, especially Excel and Powepoint
6) Creative mind and interests in the Latin American and Caribbean region
7) Self-motivated, detailed oriented and good sense of humor

If interested, please send your resume and a cover letter to Student Affairs Coordinator Eliza Kwon-Ahn at ek2159@columbia.edu
<table>
<thead>
<tr>
<th>Specializations - Middle East; 1 position</th>
<th>Astrid Benedek</th>
</tr>
</thead>
<tbody>
<tr>
<td>The position of DRA at the Middle East Institute (MEI) is that of “Events Coordinator”. The Events Coordinator/DRA 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, etc) and communicating with speakers. The Events Coordinator/DRA 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.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specializations - Russia and Former Soviet States; 1 position</th>
<th>Alla Rachkov</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants must be pursuing the concentration/specialization in which they are seeking to obtain a DRA position. DRAs 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. DRAs plan events, maintain communication with students, and work with the SIPA administration on concentration/specialization/institute/program-related issues. DRAs also perform other related duties as assigned by the Director.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specializations - South Asia; 1 position</th>
<th>William Carrick</th>
</tr>
</thead>
<tbody>
<tr>
<td>The DRA for the South Asia Institute will assist with programming, including organizing travel, receptions, and publicity for events and speakers. The DRA 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 <a href="mailto:wac2112@columbia.edu">wac2112@columbia.edu</a>.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specializations - United States; 1 position</th>
<th>Ester Fuchs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants must be pursuing the concentration/specialization in which they are seeking to obtain a DRA position. DRAs 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. DRAs plan events, maintain communication with students, and work with the SIPA administration on concentration/specialization/institute/program-related issues. DRAs also perform other related duties as assigned by the Director.</td>
<td></td>
</tr>
</tbody>
</table>
International Conflict Resolution Center; 1 position
Jessica Baen

The ICR DRA assists the Program Director and Coordinator with development and implementation of programs and initiatives for the specialization. The DRA 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 OrgSync and Facebook.
• Liaise with SIPA departments: facilitate communication and collaboration with departments including OSA, OCS and Communications.
• Assist in all administrative functions for the specialization: includes tracking student enrollment in the specialization, subscriptions to OrgSync, 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.

Application process:
Please send cover letter (up to one page) and resume to the ICR Director, Ed Luck: ecl2002@columbia.edu. Qualified applicants may be called for an interview.
Saltzman Institute of War & Peace Studies; 1 position
Richard Betts

Reporting to the institute manager, the DRA 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 DRA is expected whenever possible to attend and support institute events, some of which take place in evening hours.

Center on Global Economic Governance (CGEG); 1 position
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: ceg@columbia.edu

Office of the Academic Administrator for Academic Affairs; 2 positions
Joseph Chartier

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.
Office of the Associate Dean for Academic Affairs; 1 position
Andrew Johnson

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.

Office of Admissions; 4 positions
Diane Nguyen

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, entering data, opening mail, filing, and processing applications. PAs interact with prospective students by helping and attending the annual fall Diversity Symposium and spring Admitted Students Day, answering general admissions questions via email and phone, leading tours of the IAB building, directing prospects and applicants to class visits, recruiting and serving as admissions ambassadors, writing posts for the admissions blog, as well as by speaking to those who visit the office and/or attend information sessions and on-campus events. 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.

Alumni Office; 2 positions
Susan Storms

PA assists the Office of Alumni Affairs by: managing alumni-specific communications, databases, programs, events, and volunteer activities; updating the alumni portion of the website; planning and managing events in New York City and around the world; supporting the SIPA mentoring program; supporting SIPA Alumni Day and reunion; and working with broadcast emails. This position requires excellent writing and proofreading skills, attention to detail, and strong organizational and time management skills. Interest or experience in alumni affairs or non-profits is helpful. Hours are flexible depending on the students’ availability and the current needs of the office. The PA will also assist the associate dean of communications and external
Office of Career Services; 6 positions
Jessica Dennis

1. PA for Employer Outreach will:
   • Research employers for potential outreach to identify contact information
   • Input information about employers who the Director of Employer Outreach meets with into the database, keeping track of contact information and outcomes (number of jobs posted, employer information sessions scheduled)
   • Assist with outreach email campaigns using mail merge
   • Type up notes from employer outreach meetings
   • Scan cards after outreach meetings
   • Prepare itineraries and provides logistical support for outreach trips
   • Provide logistical support for Case Interview Workshop Series

   To be considered for the position you must be:
   • Detail oriented
   • Have good research skills
   • Be proficient at Excel
   • Have clear communication skills

2. PA for Internships:
The Internships PA in SIPA OCS will work with large amounts of data in order to collect and complete initial processing of all internship paperwork. This also 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. In addition, the PA will be responsible for researching grant information online, updating internship grants data, assisting in updating online fact sheets, and following up with students on missing grant application or internship information. Along with other student staff, the Internships PA may be called upon to assist with student check-in during OCS programs and events, occasionally man the OCS 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.

   To be considered for the position of Internships PA in the SIPA Office of Career Services, you must:
   1) be extremely organized, detailed, and thorough;
   2) handle confidential information with discretion and tact;
   3) be proficient in Microsoft Word, Excel, and Internet research;
   4) have patience and be reliable; and
   5) enjoy working with others, including student staff and professional staff, in an office that can be fast-paced during peak times.

3. Washington D.C. Coordinator PA:
The Washington, DC Conference is an annual 3-day event taking place during winter break. The PA will help coordinate all aspects of the conference including; travel, lodging, catering, reply to student inquires, printing, tabling, etc. The PA will help recruit Panel Coordinators, act as liaison between panel coordinators and the Assistant Director of Career Events and Alumni Relations, and the PA will support panel coordinators as needed in their panelist search.

   To be considered for the position of Washington, D.C. Coordinator PA, you must:
• Be extremely organized and detail oriented
• Have clear communication skills
• Have attended the conference in your first year at SIPA
• Enjoy working with others, including student staff and professional staff, in an office that can be fast-paced during peak times.

4. NYC Career Series PA:
The NYC Career Series is an annual event taking place during the academic year. The PA will help coordinator approximately 22 Career Panels throughout the year. The PA will help recruit Panel Coordinators, act as a liaison between panel coordinators and the Assistant Direct of Career Events and Alumni Relations, and support the panel coordinators as needed in their panelist search. The PA will also act as liaison with concentration PA’s and student group representatives to promote and advertise events. The PA will assist in the planning of two Alumni/Student Networking Receptions.
To be considered for the position of Washington, D.C. Coordinator PA, you must:
• Be extremely organized and detail oriented
• Have clear communication skills
• Be proficient in Microsoft word and excel. Be familiar with SIPAlink.
• Enjoy working with others, including student staff and professional staff, in an office that can be fast-paced during peak times.

5. PA description – Professional Development/Workshops, OCS
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. Other qualifications include:
• Very high orientation to detail, and ability to track and manage complex information on program participation
• Ability to coordinate and manage dynamic schedule of career-related workshops
• Ability to initiate and implement preparations for complex schedule of PD classes, including materials, classroom prep and instructor liaising
• Comfort level with maximizing in-office time to initiate and follow through on projects that will benefit OCS and career-minded students
• Excellent written and verbal communication skills

Information and Technology Services; 12 positions
Harpreet Mahajan

Information Technology (Computer Lab)
Computer Lab PAs are responsible for maintaining and supporting the labs and assisting students with software and printing issues, for opening and closing the computer labs, and for providing audio-visual support for classes and events. PAs may also be asked to work with the Laptop Support group in assisting with providing software support for student laptops, and working on other projects as needed. PAs are required to work till the end of each term, and must work a combination of day, evening/night and weekend hours. Orientation during the registration is mandatory. Interested applicants must submit the Computer Skills form.

Online News; 2 positions
Marcus Tonti
Communications and External Relations (CXR)

Reporting to SIPA’s editorial director, the PAs for news will contribute to written and photographic news coverage and social media; perform website administration using a content management system; support media relations and PR outreach; and execute other tasks, including recurring administrative work, as assigned.

Professional journalism, communications, or PR experience is not required, but demonstrated strong writing and reporting skills are essential. Applicants should be prepared to provide examples of narrative and/or feature writing upon request. Professional experience working with social media and knowledge of the Drupal CMS are helpful but not necessary.

There are no course, grade, or concentration requirements, but candidates should be able to manage multiple tasks and assignments with good humor. A typical week will combine regular hours in the office with assignments outside the office, such as event coverage, live tweeting, reporting, and writing. There will be some scheduling flexibility depending on student availability and departmental needs.

**SIPA News; 1 position**  
**Joann Crawford**

**SIPA News**  
The SIPA News PA serves as editor of the School’s semiannual publication, working under the managing editor, SIPA’s director of publications and special events. The editor coordinates most aspects of SIPA News’s production, excluding layout and design. This includes: determining a story list for the issue; recruiting writers and assigning articles; following up with writers to ensure they meet deadlines; editing the articles and submitting finalized copy to Columbia Creative for layout and design; proofreading successive proofs until the publication is ready to be printed. The SIPA News PA must have excellent writing, editing, and proofreading skills and be able to work under tight deadlines.

**Office of Student Affairs; 5 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 prospective students, current students and faculty. PAs assist the staff on projects related to Admissions, Orientation, Housing, Registration, Open House, Assistantships, and Graduation. Proficiency with Word and Excel required. Excellent verbal and written communication skills and strong customer service skills including phones is necessary. Discretion with regard to sensitive student information is required.

**Web; 1 position**  
**Mark Sealey**

Job description for PA Web Developer in the Office of Communications and External Relations.

The candidate will be responsible for creating and editing web content using the Drupal content management system. Strong knowledge of HTML5 and CSS is essential. Investigate bug reports to implement fix for broken links and other problems. Help create and improve on training and other website maintenance documentations.
Skill set would include:
• Proficiency in MS Office, Adobe Creative Suite; strong HTML, HTML5, CSS and experience with CMS (Drupal preferred).
• Photoshop knowledge required for basic image resizing, optimizing, creating header images, buttons, etc. Also an eye and ability to produce polished work

End of Document.

********************************************************************************

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