

**Faculty Support Assistant Opportunity for Spring 2018**  
**APPLICATION DEADLINE: WEDNESDAY, NOVEMBER 29<sup>TH</sup> AT 9:00 AM**

Columbia University's School of Professional Studies is seeking a Faculty Support Assistant for **SUMA PS5200: Integrative Capstone Workshop** in the spring of 2018. There will be five sections of this course taught by different instructors. One section of the course will meet on Tuesday afternoons from 2:10 PM to 4:00 PM while the remaining sections meet on Tuesday evenings from 6:10 PM to 8:00 PM. This is a client-based workshop that will integrate the curriculum into an applied project. The FSA would work with all sections.

Applicants should have strong knowledge of, and an interest in, the topics studied throughout the Sustainability Management program; and meet the following qualifications:

- Experience with project management or consultancy
- Solid performance in a professional Masters level coursework, such as in an MPA, MIA or MBA program.
- Familiarity with Capstone workshops

**Eligibility:** Applicants must be enrolled in a graduate program at Columbia University during the spring 2018 semester. You are not eligible for this position if you are finishing your degree requirements in Fall 2017. Applicants who are currently employed by Columbia University, including as paid interns, are ineligible for these positions.

**Time Commitment & Responsibilities:**

The set time commitment consists of support before and after the workshop sessions on Tuesdays. FSAs are responsible for connecting with the instructors, assist them booking rooms. FSAs also send reminders, address student inquiries about the workshop, assist setting up for the midterm and final briefings and other administrative tasks. The stipend for this position is up to \$5,500 per semester.

For more information about the Master of Science in Sustainability Management, visit <http://sustainability.ei.columbia.edu/>.

If you qualify and would like to apply, please e-mail a cover letter and résumé (as two attachments titled FirstName LastName – SUMA PS5200 FSA resume and Firstname LastName – SUMA PS5200 FSA Cover Letter) to Mariví Perdomo Caba, Program Manager, at [marivi.perdomo@columbia.edu](mailto:marivi.perdomo@columbia.edu) by 9:00 AM on Wednesday, November 29th. If you have held any other positions at Columbia, please make sure this is reflected on your résumé.

**Please include the course number/description in the e-mail subject line (e.g. SUMA PS5200 FSA APPLICATION).**

**Applications submitted by the deadline will be given top priority. Deadlines to apply for certain FSA positions may be extended depending on level of interest.**

**APPLICATIONS WITHOUT COVER LETTERS WILL NOT BE CONSIDERED.**