



COLUMBIA UNIVERSITY
Weatherhead East Asian Institute



WEAI Summer Student Research Worker Needed

As of May 16, 2022

Job Description:

The student will provide administrative support for senior faculty and staff of the Institute; upload and edit content on the website and other web platforms; maintain Institute documents and databases; liaise with SIPA IT and provide general office IT support; respond to general phone and email inquiries; manage outgoing and incoming Institute mail and deliveries; assist in office cleaning initiatives such as the annual Clean & Go Green; provide research duties and operational support on special Institute projects including the Annual Report, digitization, and Oral History project; and perform additional duties as assigned.

Eligibility:

The student must be enrolled in a degree program. Excellent organizational and interpersonal skills required. General office experience is preferred. The ideal candidate will have familiarity with Microsoft Office Suite and Google products. A demonstrated interest in East Asia is helpful but not necessary.

Hours: Individuals must be able to work a minimum of three days a week in person, for a maximum of 35 hours per week and a minimum of 21 hours per week.

To apply, please submit a CV and cover letter no later than 5 PM on May 27, 2022.

For more information, please e-mail Rattana Bounsouaysana at rb2846@columbia.edu