

Student Service Coordinator

Position Description

The Department of Applied Physics and Applied Mathematics at Columbia University is in search for a temp who will serve as a Student Service Coordinator. This position will assist with student affairs and the provision of services to faculty; becomes conversant with general department and university policies; Coordinates graduate admissions; sets graduate student appointments and processes graduate financial aid; coordinates registration and student services; organize student related events and activities. Performs other related duties related to student services.

Position Start Date: ASAP

Hours:

Monday – Friday from 9:00 AM – 5:00 PM*

*Schedule is adjusted to 12:00 PM – 8:00 PM on the following Fridays to accommodate department student event: 9/21/2018, 10/26/2018, 11/16/2018, 12/7/2018, 1/25/2019, 2/22/2019, 3/29/2019, 4/26/2019 and 5/24/2019

Requirements

A minimum of three years' related experience.

High School diploma or equivalent. Some college preferred.

Strong interpersonal skills, excellent oral and written communication skills, and good typing skills required

Accuracy, attention to detail, organizational skills, ability to work under pressure, and initiative essential

Strong computer experience, including experience with personal computers a must

Computer and financial aptitude required

Proficiency with MS Office applications

Prior experience with CU applications (SIS and SSOL) preferred but not required

Application Instructions: Interested applicants should submit cover letter along with CV directly to apamstudentcoordinator@columbia.edu