## OPEN

## Columbia Business School

**Management Division**

**Program Coordinator- Grade 10**

**This is a part time 30 hour per week position. Please email your resume and cover letter to** [**sheenaiyengaroffice@gsb.columbia.edu**](mailto:sheenaiyengaroffice@gsb.columbia.edu) **to apply.**

Sheena Iyengar, a visually impaired Professor teaching a course on innovation called “Think Bigger” in the Management Division at Columbia Business School, is seeking an incumbent responsible for the daily management and operation of the academic and project needs required by the Professor. The incumbent will work independently as well as in conjunction with other key stakeholders to meet departmental objectives. S/he will collaboratively work with various senior level faculty, staff, and students across the school.

**Responsibilities:**

1. Works with the Professor to take dictation for the write up of the Think Bigger textbook. Must be a superb editor and typist and be able to conduct library and electronic research related to the project.
2. Works with the Professor to take dictation, write, edit, format and proofread high level correspondence on behalf of the Professor, using independent judgment and attention to detail. Manages and maintains all materials for lecture related presentations.

Manages all administrative needs for the Professor including, serving as the point of communications contact for all high level inquires via email and phone, daily scheduling, maintaining calendar, preparation of travel itinerary, etc. Receives, reviews and makes appropriate disposition of correspondence, using independent judgment and initiative. Coordinate high level meetings, high level domestic and international events, and conferences calls, on behalf of the Professor.

1. Acts as a guide for the professor while in the working environment. Facilitates all interaction and communication. Reads research related materials aloud, converts materials in readable text and organizes them.
2. Manages the academic activities of the Professor. Assigns class materials to administrative assistants for class preparation, manages contacts list, and project folders.
3. Manages classroom setup, reads course materials aloud, provides information on board or overhead.
4. Working with the Financial Planning Office and the Professor, responsible for processing and overseeing specific aspects of the Professor’s expense budget; prepares, tracks and maintains related records.
5. Performs related duties as needed.

**Education:**

Bachelor’s degree and/or its equivalent required. 0-2 years related experience required.

**Minimum Requirements:**

Excellent oral, interpersonal, writing and presentation skills required. Demonstrated computer proficiency with MS Office necessary. Must be able to travel.   Familiarity with campus and surrounding areas essential. Applicants must include a cover letter highlighting qualifications relevant to the specific position. Some evening and weekend work required

**Preferred Qualifications**

Interest in innovation and business is preferred.