JOBS, Office of Career Planning & Professional Development

Office of Career Planning and Professional Development

In observance of Thanksgiving, the Office of Career Planning will be closed on November 23 & 24.

Making an Appointment

Current GC students can sign up for career advisement appointments using GC Connect. To make an appointment in GC Connect, follow these instructions. Please note that you can only schedule appointments up to two weeks in advance.

If you are not a current GC student or need assistance using GC Connect, please send us an email at careerplan@gc.cuny.edu or call 212-817-7425.

Our office (3300.08) is located on the 3rd floor of the Graduate Center. Please bring along hard copies of any documents you would like us to look at (e.g. CV, resume, cover letter, etc.).

We also have walk-in hours on the following days:
- Mondays from 12:00 – 2:00 pm and Wednesdays from 4:00 pm – 6:00 pm.

No Walk-in hours on November 22 and November 27

Please call on Wednesday (11/28) to confirm walk-in hours.

Fall 2017 Graduate Writing Consultations

Our graduate writing consultants are available to meet with Graduate Center students to review drafts, discuss strategies and address writing related issues. Students can bring writing from a variety of genres, including course assignments, conference and dissertation materials, CVs, cover letters, and more. Consultants address questions on both the micro (e.g. sentence structure, grammar, clarity) and macro (e.g. brainstorming, organization) levels. Consultants do not copy-edit student writing; rather, they help students learn and implement writing strategies.

Please note: Consultations are only available by appointment. To make an appointment, follow these instructions or watch this video tutorial.

Learn more about our graduate writing consultation sessions.

ImagToPhD

A Career Planner and Consultant for the Preparation and Social Science

Goals

- Gain a clear understanding of what PhD programs expect
- Imagined is an opportunity to
  - DESIGN
  - Transferable skills and work-related interests
  - Values in a work environment
- EXPLORE
- Jobs pursued by PhDs in humanities and social sciences
  - Career pathways and resources
  - Work that aligns with your skills and interests
- PLAN
  - Graduate program and career goals
  - Your timeline and key benchmarks

Events

Please join us.

Next event:

Interviewing for Faculty Positions

Date/Time

December 12/2017
7:30 am - 9:00 pm

CUNY Graduate Center, Room 3306

Getting an interview is reward for all the preparatory work you’ve done. In this workshop, we’ll talk about what to expect from both preliminary (phone, Skype, and conference) interviews and campus visits. We’ll also discuss what to expect if you receive an offer and how you might negotiate it.

Please register to attend soon.

Career in the Arts and Cultural Production

Date/Time

March 12/2017
6:00 pm - 8:00 pm

CUNY Graduate Center, Room 3306

The arts are frequently lumped with the humanities as a means of institutional organization. However, students in the arts may have very different skills, talents, and interests than those of other humanities students. Careers in the arts and cultural production are numerous and diverse—especially in New York City—and many offer PhDs and full excellent opportunities to put their research and communication skills and training to work in service of their artistic interests. In this career panel, we’ll hear from successful professionals about leveraging your academic work into a rewarding career in the arts and cultural production. Panelists will share their own experiences, offer insight and advice, and be available for informal networking immediately following the program.

Please register to attend soon.

See Science Alliance event below the list of jobs.

Nothing great was ever created without enthusiasm.

Ralph Waldo Emerson

Jobs

The Fifth Annual Terence D. Tolbert Public Service Internship Program in 2018

This special program will assign one CUNY graduate-level student to the office of a local/state elected official (TIE) in spring-summer 2018. The selected student will receive a $10,000 scholarship and enjoy robust mentorship as part of the internship experience.

The Tolbert Internship will begin in mid-February, following the annual Black, Puerto Rican, and Hispanic Legislative Caucus Weekend in Albany, NY. The internship will conclude in mid-August, in keeping with our practice during the last four years.

This has proven a rich learning experience for a CUNY graduate student. If possible, we would like to extend this opportunity to one student from a traditionally underrepresented community in the City.

Would you kindly review the attached application and assist us by furnishing one candidate from your school? The deadline is January 5, 2018.

If you are interested, please email us at careerplan@gc.cuny.edu.

Click here for the application.

W. E. B. Du Bois Research Institute Fellowship Program

The Advancing Equity Through Research Fellowship is a part of Hutchins Center’s five-year commitment to the Collaborative to Advanced Equity Through Research. The Fellowship supports research addressing the lives of women and girls of color, and expands research opportunities for women of color.

To apply, Advancing Equity Through Research Fellows will participate fully in our robust Fellowship Program, which brings scholars to Harvard from around the world for a period of one to two semesters to conduct individual research in a wide variety of fields, related to African and African American Studies, across disciplines and geographic boundaries.

For more information about the fellowship program and how to apply, visit the Hutchins Center’s “Fellows Program” home page (in target panel).

Deadline for applications is January 17, 2018.

Summer Intern-Graduate: Strategic Initiatives position (Job ID #91445)
Candidates can view and apply for this job at:
https://boards.greenhouse.io/relaygraduateschoolofeducation/jobs/922614?gh_src=vuh3ng1#.WhRBe6L5_-k

at Relay Graduate School of Education

For more information about the fellowship program and how to apply, visit the Hutchins Center’s “Fellows Program” home page (in target panel).

Deadline to apply for these and other positions will vary – some are in November, and others are December. Applicants should periodically check the website for any changes and/or additions.

Job posted in GC Connect
Please email careerplan@gc.cuny.edu to request access to GC Connect

If you are a current GC student, you can access GC Connect by following these instructions.

Senior Writing Instructor
Type: Full-time, Temporary
Location: New York, NY
Responsibilities:
- Teach lower-level writing classes according to published college policies and procedures.
- Plan for and conduct class meetings in a non-threatening atmosphere.
- Participate in the College’s course and curriculum development.
- Participate in College-

Job Title Position Type Start Date End Date
Senior Writing Instructor Part Time 5/12/2018

Spotlight on Jobs
- 5/12/2018
- 3/17/2018
- 3/3/2018
- 2/3/2018
- 1/6/2018
- 12/30/2017
- 12/29/2017
- 12/28/2017
- 12/27/2017
- 12/26/2017
- 12/25/2017
- 12/24/2017
- 12/23/2017
- 12/22/2017
- 12/21/2017

Job Title Position Type Descriptions
Senior Writing Instructor Part Time 5/12/2018

If you are a current GC student, you can access GC Connect by following these instructions.

Data/ Policy Analyst- Queens (SOC)Grant Associates

Strategic Planning/Project Management Intern

Data/ Policy Analyst- Queens (SOC)

Grant Associates

Strategic Planning/Project Management Intern

Requirement for details.

Data/ Policy Analyst- Queens (SOC)

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Requirement for details.

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Data/ Policy Analyst- Queens (SOC)

Grant Associates

Strategic Planning/Project Management Intern

Requirement for details.
On is career Risky an in applications, workshop This Saturday, January 27th postdocs, The directed In online our Business[nyas.org] graduate scientists visit students, half-day December 4, 2017 and submit to – please at early Thursday, November 30th am amazing If

· This event is available in-person, or via webinar.

· In-Person Symposia, Conferences, and Workshops

· Webinars and Digital Content


Click on the link for more details:

New York, NY
American Express
Analyst - Training & Enablement

https://docs.google.com/document/d/1LK0ZKixUzepoj7hqASBB4VPQ-TsbqFBi1pKSmJ_cPWU/edit?usp=sharing

Please click on the link below:

Assistant Professor in Geological Sciences at University of Missouri
The Department of Geological Sciences at the University of Missouri invites applications for a
 tenure-track position at the rank of Assistant Professor, with an anticipated Fall 2018 start. A
 Ph.D. in Geological Sciences or a related area is required. Successful applicants should have a
demonstrated potential to conduct independent research, and effectively teach students across the
curriculum at the graduate and undergraduate levels. We aim to recruit a faculty member with
experience in one or more of the areas of tectonics, structural geology, and seismology.

Please click on the link below:
https://docs.google.com/document/d/1LK0ZKixUzepoj7hqASBB4VPQ-TsbqFBi1pKSmJ_cPWU/edit?usp=sharing

Assistant Professor in Geological Sciences at University of Missouri
The Department of Geological Sciences at the University of Missouri invites applications for a
tenure-track position at the rank of Assistant Professor, with an anticipated Fall 2018 start. A
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the curriculum at the graduate and undergraduate levels. We aim to recruit a faculty member with
experience in one or more of the areas of tectonics, structural geology, and seismology.

Please click on the link below:
https://docs.google.com/document/d/1LK0ZKixUzepoj7hqASBB4VPQ-TsbqFBi1pKSmJ_cPWU/edit?usp=sharing

See Extended Job Search in GC Connect
If you are a current GC student, you can access GC Connect by following these instructions.

Other Events

Workshops and Digital Content

- On Thursday, November 29th, the Science Alliance is hosting an all-star panel of scientists and researchers experienced at communicating their work to a public audience in our event: "Designing with the Public: Why Scientists Need to Communicate". This event is available in-person, or via webinar.

- If you have any holidays travel in your future and feel something to occupy you, I wanted to share our newest podcast at our Neurobehaviors, Neuroimmunology, and Brain Plasticity Symposium (https://nyasevents.fluidreview.com/). This is our most recent podcast: "Understanding the Flaws of Memory".

- In-Person Symposia, Conferences, and Workshops

- Staten Island Symposium - Saturday, January 27th: This amazing half-day workshop is directed at graduate students, postdocs, and early career scientists with an interest in understanding the dynamics of the biopharmaceutical industry. We have curated an exciting and diverse lineup of speakers from our participants in this event, and it is a definite "must miss" for anyone interested in a career in pharma or biotech startup.

- Other Opportunities

- In New York, the Academy is hosting the "Career Opportunities: connecting Scale-up to Commercialization" event, in partnership with The Sofos Conference Foundation. We currently have open FBI for Early Career Investigators and Underrepresented Minority Travel Fellowship Applications. Please see the web page on eligibility and application instructions (https://nyasevents.fluidreview.com/). To submit applications, please visit our web page: "Sofos Conference Foundation". The deadline for submission is December 1, 2017.

Advertise your job vacancies with us or post the position in our job database.
Please click on this link and register as an employer in GC Connect: https://careerplan.commons.gc.cuny.edu/employers1/

Thank you.

To make a writing consultation or career planning appointment in GC Connect,
please follow these instructions:

<table>
<thead>
<tr>
<th>Career Plan</th>
<th>Resume</th>
<th>Interfolio</th>
</tr>
</thead>
</table>

365 Fifth Avenue | New York, NY 10016 | Room 3000 (BD) | P: 212-817-7625 | member@gc.cuny.edu | @GCConnect