

# JOB, Office of Career Planning & Professional Development

## OFFICE OF CAREER PLANNING & PROFESSIONAL DEVELOPMENT



*We are open in the Summer*

### **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](mailto:careerplan@gc.cuny.edu) or call 212-817-7425.

Our office (3300.08) is located inside of suite 3300 on the 3rd floor of the Graduate Center. Please bring along hard copies of any documents you would like us to look at (your CV, resume, cover letter, etc.).

[See flyer for Career Advisement here](#)

**Note: Four-Day Work Week from June 25 to August 10. The office is closed on 8/3 & 8/10.**

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

Meet with Emily Seamone or Don Goldstein to prepare your written application material before you send it off.

<https://careerplan.commons.gc.cuny.edu/about/people>

## Next Event

**Unlikely Paths to Tech**

Date/Time

Date(s) - Tuesday, September 25, 2018

6:00 pm - 8:00 pm

**Location**

[CUNY Graduate Center, room 9204](#)

## New Job opportunities

### Editorial Intern

The editorial intern will work in the U.S. business-to-business publishing group at Wiley's Hoboken, N.J.-based corporate headquarters. Work with in-office and remote editors on writing, editing, content management, and administrative tasks for a variety of medical society and food safety magazines. Besides collaborating with editors when necessary, interns must be able to work independently. This for-credit internship requires a commitment of 15-18 hours per week.

About Wiley: Founded in 1807, John Wiley & Sons, Inc. has been a valued source of information and understanding for more than 200 years, helping people around the world meet their needs and fulfill their aspirations. Our core businesses publish scientific, technical, medical, and scholarly journals, encyclopedias, books, and online products and services; professional/trade books, subscription products, training materials, and online applications and Web sites; and educational materials for undergraduate and graduate students and lifelong learners. Wiley's global headquarters is located in Hoboken, N.J.

**More details posted in GC Connect**

Email [careerplan@gc.cuny.edu](mailto:careerplan@gc.cuny.edu) or Log-in <https://bit.ly/2JOjXJP>

### Director, Analytics & Solutions Support (Association Office)

The YMCA of Greater New York is here for all New Yorkers — to empower youth, improve health, and strengthen community. Founded in 1852, today the Y serves a diverse population of more than half a million New Yorkers who learn, grow, and thrive through programs and services at our 24 branches. Community is the cornerstone of the Y. Together, we connect active, engaged New Yorkers to build stronger communities.

At the YMCA of Greater New York we are driving innovation through Data Analytics to serve more New Yorkers—and we want to put you behind the wheel. As the Director of Analytics & Solutions Support, you are responsible for transforming data into actionable information, developing metrics, reports and supporting documentation as well as providing meaningful interpretation of information all in support of the Strategic Plan. The work includes troubleshooting problems, implementing solutions, and monitoring database and software performance to keep the Y running smoothly. So, if you love a challenge and have a competitive spirit fueled by achievement, we have the opportunity for you to grow with the YMCA of Greater New York.

#### Responsibilities:

- Produce dashboards, trend and operations reports for senior management, and department teams, tracking individual measure and operations performance.
- Analyze and support data analytics to easily identify measures for cultural / socio-economic trends (demographics, disparities, and social determinants) at the neighborhood level.
- Manage and support organization audit system in Microsoft SharePoint system.
- Provide support for data warehouse hosted by Snowflake Computing platform.
- Review current reports and outputs for accuracy, efficiency, and viability.
- Gather business requirements and determine the most effective and efficient reporting platform. Also, develop outputs based on gathered requirements.
- Review logic, criteria, and definitions to incorporate into data models to extract functional data sets for reporting.
- Perform testing and re-engineering.
- Develop alternative techniques for gathering a variety of data that is not available from established sources.
- Leverage mathematical calculations to determine integrity of data samples.
- Identify improvements regarding report efficiencies and platform effectiveness.
- Work with business owners to research root cause and communicate improvement recommendations.
- Work collaboratively with Senior Director and Senior Vice President.
- Provide assistance on technical matters and act as a significant information resource.
- Participate in cross functional initiatives.
- Actively participate in analyst meetings.

**Posted in GC Connect**

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### Senior Planner (2 positions)

The DOC has a unique career opportunity for two senior planners to join the Division of Strategic Initiatives to work on innovative planning and performance management projects. The division of Strategic Initiatives was established to oversee DOC's priority projects, support the Commissioner's reform agenda, track strategic initiatives, and measure performance for greater progress and accountability. Under the Office of the Commissioner with direct supervision by the Executive Director for Strategic Initiatives, and with latitude to exercise independent judgment, the senior planners responsibility includes but will not be limited to the following:

- Spearhead research and data analysis to develop smart operational plans for the department.
- Researches and investigates current agency practices to evaluate opportunities for the development to utilize new performance metrics.
- Engage in strategic planning processes with departmental working groups.
- Work with the project management task force to develop new data feeds that will track and measure project performance.
- Maintain and produce regular metrics, analyses, and reports on organizational performance indicators.
- Conduct research on best practices in correction operations and work with senior leadership to ensure those practices are included in agency planning
- Initiate work across the data and IT divisions to set up new systems to analyze operational performance metrics.
- Proactively problem solve and/or escalate program issues to fast-track resolutions.
- Writes papers on operational issues and findings with the goal of documenting best practices to improve operational efficiency.
- Conducting meetings and presentations to disseminate information to executive staff.
- Maintains records and prepares reports.
- Performing special projects and related duties as assigned.

#### Minimum Requirements

1. For Assignment Level I (only physical, biological and environmental sciences and public health. A master's degree from an accredited college or university with a specialization in an appropriate field of physical, biological or environmental science or in public health.

To be appointed to Assignment Level II and above, candidates must have:

1. A doctorate degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and one year of full-time experience in a responsible supervisory, administrative or research capacity in the appropriate field of specialization; or
2. A master's degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and three years of responsible full-time research experience in the appropriate field of specialization; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a master's degree in an appropriate field of specialization and at least two years of experience described in "2" above. Two years as a City Research Scientist Level I can be substituted for the experience required in "1" and "2" above.

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**Share Point Developer**

**Position Summary**

The Share Point Developer will be responsible for developing and maintaining SharePoint applications and Microsoft Office solutions around the core concepts of automation, workflow & process improvement, system/application integration, enterprise content management, and collaboration.

The ideal candidate would have in depth experience developing solutions in a SharePoint environment using the built-in features and tool set while possessing working knowledge of standard web development technologies which interface onto the SharePoint stack. The skill set should complement our team of Database Developers, Technical Architects and SharePoint Gurus to bring forth fresh new solutions on systems integrations in a SharePoint cloud environment.

This position will be responsible for contributing to each stage of the software development lifecycle:

- Working with business analysts and stakeholders in gathering and defining business and technical requirements;
- Designing, developing, and deploying custom SharePoint and Office solutions on New York State's G3 Office 365 tenant;
- Providing ongoing training and technical support to end users.

In addition, this position researches, recommends, and leverages new Office 365 features as they become available in the State environment. This position is required to work closely with consultants, end users, and other IT staff, providing hands-on support for current and future applications, as well as work independently on projects when necessary under the direction of Managing Director, Enterprise Application Development (EAD).

**Posted in GC Connect**

Email [careerplan@gc.cuny.edu](mailto:careerplan@gc.cuny.edu) for assistance or log-in <https://bit.ly/2JOjXJP>

**Environmental Scientist**

NYC Department of Health and Mental Hygiene Environmental Scientist, Bureau of Environmental Surveillance and Policy  
New York, New York

**See other curated jobs in GC Connect**

Email [careerplan@gc.cuny.edu](mailto:careerplan@gc.cuny.edu) for assistance or log-in <https://bit.ly/2JOjXJP>

**Intern**

Clinton Foundation, CGI Commitments

Click on the link for more information: <https://drive.google.com/file/d/0B4kUSP8db2HfdmtEWVOUTdsRnlkREd4Q0QzOFBsY2Fqblhn/view?usp=sharing>

Information and application instructions: [https://docs.google.com/document/d/1jtY9yJWxlrH7oscTIVztsMWSbasoso\\_7RaAll1Ishsw/edit?usp=sharing](https://docs.google.com/document/d/1jtY9yJWxlrH7oscTIVztsMWSbasoso_7RaAll1Ishsw/edit?usp=sharing)

**Intern**

Clinton Foundation, Clinton Climate Initiative

Click on the link for more information:

<https://drive.google.com/file/d/0B4kUSP8db2HfUzE5LVNES2dCbnNRckdxbU5uaGRWNzRGZ1F3/view?usp=sharing>

Information and application instructions: [https://docs.google.com/document/d/1jtY9yJWxlrH7oscTIVztsMWSbasoso\\_7RaAll1Ishsw/edit?usp=sharing](https://docs.google.com/document/d/1jtY9yJWxlrH7oscTIVztsMWSbasoso_7RaAll1Ishsw/edit?usp=sharing)

**Intern**

Clinton Foundation, Too Small To Fail

Click on the link for more information:

<https://drive.google.com/file/d/0B4kUSP8db2HfRE5acFBnUm1kWE54ekR0TWNqYwTjMUhyZDB3/view?usp=sharing>

Information and application instructions: [https://docs.google.com/document/d/1jtY9yJWxlrH7oscTIVztsMWSbasoso\\_7RaAll1Ishsw/edit?usp=sharing](https://docs.google.com/document/d/1jtY9yJWxlrH7oscTIVztsMWSbasoso_7RaAll1Ishsw/edit?usp=sharing)

**Data Analysis**

Under Armour

Baltimore, Maryland

Click on the link below for more information:

<https://careers.underarmour.com/job/baltimore/data-analyst/7686/8756535>

**Learning Specialist**

Instructional Technologist & other jobs

Hofstra University

Click on the link below for more information:

[https://www.hofstra.edu/about/jobs/jobs\\_careers\\_at\\_hofstra.cfm?jobType=admin](https://www.hofstra.edu/about/jobs/jobs_careers_at_hofstra.cfm?jobType=admin)

**\*PART-TIME EXHIBITIONS & COMMUNICATIONS ASSISTANT\***

**\*THE GROLIER CLUB\***

The Grolier Club of New York, America's oldest and largest society for bibliophiles and enthusiasts in the graphic arts, is seeking a part-time employee to provide general assistance in the planning, organization, and implementation of exhibitions, related publications, and programs.

Responsibilities include:

- Providing logistical support in the preparation of checklists, loan requests, and other exhibition-related materials.
- Assisting with physical installation and dismantling of exhibitions.
- Performing checks of environmental monitoring equipment and generating reports.
- Contributing to the development of and assisting with the production of online content related to assigned exhibitions and publications.
- Organizing loan and supply storage areas.
- Maintaining and updating contact lists for exhibition visitors.
- Assisting with departmental filing, finance administration, archiving, and record keeping.
- Supervising work of volunteers when required.
- Other duties as assigned.

Requirements:

- The ideal candidate has completed at least two semesters of coursework toward an MLS from an ALA-accredited library school, an MA in Museum Studies, or the equivalent.
- The successful candidate will possess a high level of demonstrable hand skills, as well as experience working with rare and valuable materials in a museum or library setting.
- Familiarity with basic preservation and conservation standards for library and museum collections is required.
- Facility with a variety of online exhibition and social media platforms.
- Proficiency in basic Microsoft Office applications.
- Attention to detail and excellent organizational and communication skills are also a must.

Tentative start date: September 17, 2018

Compensation: \$25/hour

PLEASE NOTE: Schedule is approximately 20 hours/week, between 9:00 a.m. and 5:00 p.m., but the weekly hours available for this position are variable and will be determined by the evolving needs of the Club in conjunction with the employee's schedule. More hours may be required during periods of exhibition installation. Candidates willing to work within these parameters are encouraged to email a cover letter, resume and two references to the attention of Jennifer K. Sheehan, Exhibitions & Communications Manager, at [jsheehan@grolierclub.org](mailto:jsheehan@grolierclub.org).

### Assistant Archivist

The Rockefeller Archive Center seeks a creative, forward-thinking, and self-motivated individual to join its Collections Management team as a full-time Assistant Archivist.

Click on the link for job details:

<https://docs.google.com/document/d/1HFhAbubXWhv-IOQsDgs6FOWAwM8oBoNdAkNZluLKXdk/edit?usp=sharing>

*Here is an interesting internship.*

### Graduate student Interns in Public Policy, Investigative Journalism and Graphic Design

TheChisel.com

Click on the link to get more information about the job:

<https://drive.google.com/file/d/0B4kUSP8db2HFTURDSzB0eXUxU3BsRnJRSUpfVU5zZUIZLTzn/view?usp=sharing>

### Writing Instructor

Type: Part-time (2 Saturdays per month)

Wage: \$18.75/hr

Contract: September 2018 - May 2019

Location: Long Island City (10-15 min from Midtown Manhattan)

#### Company Description:

Legal Outreach is a non-profit organization that prepares urban youth, grades 9-12, from underserved communities to compete at high academic levels. Our mission is to foster vision, develop academic and professional skills, enhance confidence, and facilitate the pursuit of higher education. Please see [www.legaloutreach.org](http://www.legaloutreach.org) for additional information about our services, and view our website prior to applying for the position.

Job description here: [https://docs.google.com/document/d/1agLOfiER4gG4IVRj5UDSeWl50N38G4T3MzVb\\_BWMUll/edit?usp=sharing](https://docs.google.com/document/d/1agLOfiER4gG4IVRj5UDSeWl50N38G4T3MzVb_BWMUll/edit?usp=sharing)

### NLP Data Scientist Internship

Revelio Labs

#### Who we are:

We are an alternative data startup, focusing on analyzing massive amounts of unstructured labor data (resumes, job postings, etc) in order to develop a deep understanding of labor market dynamics for the purpose of enabling HR technology firms and investment firms to make more informed allocative decisions.

#### What we are looking for:

Revelio Labs is looking for a Data Scientist with strong NLP skills to work with us for approximately 20 hours per week during the coming Fall semester. We prefer candidates who can think creatively about different ways to approach a problem. Desired skills include: NLP, Text Parsing (regex, etc), Deep Learning, Representation Learning (word2vec, doc2vec, etc), Topic Modeling, Entity Resolution, Data Engineering, Cloud Computing. Experience analyzing Human Capital Data and/or Financial Data is a plus.

#### Why you should work with us:

We are working on some of the most challenging and cutting-edge problems using Data Science. There is no shortage of rich data or interesting problems to work on. You will learn from experienced data scientists with advanced domain expertise. Our startup is small but growing, with

significant potential for growth. We will pay a stipend to support living costs as much as we can.

**How you should reach us:**

Please e-mail your resume to [info@reveliolabs.com](mailto:info@reveliolabs.com). Please include your GitHub and highlight any projects that you've worked on that may be relevant.

We encourage you to go to our website to learn more about [our work\[doctorswithoutborders.us7.list-manage.com\]](http://ourwork[doctorswithoutborders.us7.list-manage.com]) and how to get involved. You may also be interested in registering for another [upcoming event\[doctorswithoutborders.us7.list-manage.com\]](http://upcoming_event[doctorswithoutborders.us7.list-manage.com]), following our [Facebook\[doctorswithoutborders.us7.list-manage.com\]](http://Facebook[doctorswithoutborders.us7.list-manage.com]) page for recruitment related updates, or watching some videos about what it's like to work in the field for MSF on [our YouTube channel\[doctorswithoutborders.us7.list-manage.com\]](http://ourYouTube_channel[doctorswithoutborders.us7.list-manage.com]).

In addition to medical professionals, we strongly encourage human resources, finance, health administrators, and technical logisticians to apply. French and Arabic speakers are highly valued as well.

If you have any questions, please do not hesitate to get in touch via email at [froutreach@newyork.msf.org](mailto:froutreach@newyork.msf.org) or by calling 212-679-6800.

Please note that we require candidates to have at least two years of relevant professional experience. For physicians, completion of residency satisfies this requirement.

Best regards,

Doctors Without Borders/Médecins Sans Frontières (MSF)  
Field Human Resources Team

**Director, Analytics and Solution Support  
YMCA**

**Please click on the link for more details:**

<https://drive.google.com/file/d/0B4kUSP8db2HfYkNQeF1dm1POzh4alhfwTRRMXpQbnhhUUYw/view?usp=sharing>

**Application Method:** If you would like to be a member of YMCA's team, please send your cover letter and resume with the subject line "Director, Analytics & Solutions Support" to [aswanby@ymcany.org](mailto:aswanby@ymcany.org) or to:

YMCA of Greater New York  
Attn.: **Human Resources Department**  
5 West 63rd Street – 6th Floor  
New York, NY 10023

**Are you bilingual?  
Would you like to make extra money and help people?  
Help NYCVote**

**Link:**

<https://drive.google.com/file/d/0B4kUSP8db2HfXUzWGlUQ1U3V19EVjVTcmxNSkdaaXppZlAw/view?usp=sharing>

**Website:** <http://www.langalo.com/helpnycvote/>

**Multi-lingual Volunteers**

Although the New York City Department of Correction has an extensive multi-cultural staff, securing supplemental resources are always a necessary part of our coverage.

We have been at the forefront of language initiatives, and in conjunction with the Mayor's Volunteer Language Bank assists other agencies by supplementing their language needs.

We are proud of our heritage of language access delivery and continue to provide the best language coverage; now for the first time we embark upon the possibility of language interns.

We appreciate any efforts your students (we hadn't discussed staff?) might consider in helping us obtain accurate, while comprehensible translations (I will define "plain language" separately).

Please consider if the following description encapsulates information necessary for volunteer students engagement:

**Click [here](#) for more information**

**Student Research Collaboration, Podcast (NLU/NLP)**

**Google  
Web link:**

[https://careers.google.com/jobs?utm\\_source=indeed&utm\\_medium=jobaggr&utm\\_campaign=freeaggr&src=Online/Job+Board/indeed#t=jo&jid=/company/student-research-collaboration-76-9th-ave-new-york-ny-10011-usa-2704190566](https://careers.google.com/jobs?utm_source=indeed&utm_medium=jobaggr&utm_campaign=freeaggr&src=Online/Job+Board/indeed#t=jo&jid=/company/student-research-collaboration-76-9th-ave-new-york-ny-10011-usa-2704190566)

**Research Scientist**

**Spotify**

**Click on the Indeed.com link:**

<https://www.indeed.com/jobs?q=PhD&l=new%20york&ts=1532986409021&rq=1&fromage=last&vjk=7c2aace90ce72cc9>

**Scientist, People Analytics**

**Facebook**

**Web link:**

<https://www.facebook.com/careers/jobs/a011H00000LBwlwUAL/?ref=a8IA00000004CJ6IAM>

Data Intelligence - Research & Development Scientist

Goldman Sachs, New York, NY

[Apply On Company Site](#)

Web link:

<https://www.indeed.com/jobs?q=PhD&l=new%20york&ts=1532986409021&rq=1&fromage=last&vjk=e49bd533a80e86fe>

Quantum Computing Scientist

JPMorgan

Click on the Indeed.com link:

<https://www.indeed.com/jobs?q=PhD&l=new%20york&ts=1532986409021&rq=1&fromage=last&vjk=d5c4a0e2fb80e738>

Dear scientists of New York,

This year the PhD Career Support Group (CSG) and INet NYC have partnered up to bring the second edition of [STEMPeersfinetnyc.us10.list-manage.com](http://STEMPeersfinetnyc.us10.list-manage.com) to New York City!

**Wondering what STEMPeers is?** It is a day-long career development symposium, filled with informative panels, networking sessions and career development workshops. The event is aimed at young scientists who want to network and receive career advice from experienced STEM professionals.

**When:** August 25th, 8.30am - 5.00pm

**Where:** NYU Langone Health, [550 1st Ave, NYC](#)

If you want to know more about confirmed speakers and schedule [click here](http://STEMPeersfinetnyc.us10.list-manage.com). Get your tickets before they sell out! **Don't forget to use the discount codes** you will find on the website if you are a graduate student, a postdoc or an academic staff scientist!

Hope to see you at the event!

Best,  
INet NYC team

*Summer networking  
Build your network*

*Read Vault.com networking articles*

<http://www.vault.com/search-results?q=networking&pref=av>

*Make time to network.*

Please share this information with anyone in your network who would like to post jobs.

**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.commonsgc.cuny.edu/employers/>

**Thank you.**

To make a writing consultation or career planning appointment in GC Connect,

please follow [these instructions](#)

| [Join our Email Lists](#) | [Interfolio](#) | [Versatile PhD](#)

365 Fifth Avenue | New York, NY 10016 | Room 3300.08 | P: 212-817-7425 | [careerplan@gc.cuny.edu](mailto:careerplan@gc.cuny.edu) | [@careerplangc](#)