JOBS, Office of Career Planning & Professional Development

OFFICE OF CAREER PLANNING & PROFESSIONAL DEVELOPMENT

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 inside 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.).

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.

In observation of Lincoln’s Birthday, the Graduate Center will be closed on Monday, February 12th.

Graduate Writing Consultations

Interested in learning about our writing services? Check out our YouTube video:

https://www.youtube.com/watch?v=Fr19Y56YUKg

Our graduate writing consultants are available to meet with graduate students to review students’ written material and to discuss writing-related issues. Students can bring writing from a variety of genres, including course assignments, professional and dissertationrelated material, and documents that are not part of a course assignment. We can address questions on both the micro (e.g., sentence structure, grammar, style) and macro (e.g., brainstorming, organization) levels. Consultants do not copyedit student writing; rather, they help students learn and implement writing strategies.

To make an appointment, follow these instructions or watch this video tutorial.

Our sign-up sheet is shared for a week at a time. It is updated daily online, per two week block; this includes cancellations. For questions, email writinghelp@gc.cuny.edu.

Learn more about our graduate writing consultation services.

Next Event

Science Careers in Government
CURY Graduate Center, room 2107, New York NY
02/22/2018
6:00 pm – 8:00 pm

Effective Networking: A Workshop
CURY Graduate Center, room 2107, New York NY
03/01/2018
4:00 pm – 6:00 pm

Effective Networking: A Workshop
CURY Graduate Center, room 2107, New York NY
03/18/2018
4:00 pm – 6:00 pm

Transfer Your Skills! A Workshop
CURY Graduate Center, room 2107, New York NY
03/25/2018
4:00 pm – 6:00 pm

Click here for more details and registration:

https://careerplan.commons.gc.cuny.edu/events

Please check out other events, career fairs and Google announcements posted below the list of jobs.

Jobs

Mellon/ACLS Public Fellows

2018 Fellowship Competition

The American Council of Learned Societies (ACLS) funds work in the humanities and humanistic social sciences. This often excludes work in the social sciences that is heavily quantitative.

If you are unsure whether your work is eligible for ACLS funding, please read the information on the site carefully:

http://www.acls.org/programs/overview

See More:


Asylum Officers

Department of Homeland Security

The Asylum Division is pleased to announce we are recruiting for GS-6/12 Asylum Officers. The public job announcement opened today and will close on February 12, 2018. We are recruiting for the following locations:

- Kyiv, Ukraine
- Berat, Albania
- Bilao, Kosovo
- Belgrade, Serbia
- Tirana, Albania
All interested and qualified persons are encouraged to apply. The PJN can be accessed using this link: https://www.usajobs.gov/GetJob/ViewDetails/490690200.

Associate Director, Admissions Event
The New School
Click on the Indeed.com link for details:
https://www.indeed.com/viewjob?jk=76fe30581dd4f503&q=associate+director&l=New+York,+NY&tk=1c5td1k4s1db5dn9&from=ja&alid=5743a8bae4b00f6d0c19d8bd&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1c5td1k4s1db5dn9

IT Specialist
National Endowment for the Arts
Link: https://www.arts.gov/about/employment-opportunities-nea

Director – Research Program
National Endowment for the Humanities
Link: https://www.usajobs.gov/GetJob/ViewDetails/490893600

Evaluation Intern (paid)
Metis Associates
http://metisassociates.com/
The Evaluation Intern will assist staff in conducting evaluations of education and human services programs. The types of tasks for which the Intern will be responsible include the following:
- Assisting with data collection and data management
- Scheduling and assisting with interviews and focus groups
- Conducting basic data analyses (e.g., running frequencies) using SPSS and/or Microsoft Excel
- Presenting data using graphic and tabular displays
- Assisting in the preparation of evaluation reports and grant proposals
- Assisting with general administrative tasks
If you have questions, email careerplan@gc.cuny.edu

Game Designer (part/time)
Mitosis Games is looking for a talented game designer to grow and launch our first mobile app. As a game designer, your responsibilities will include:
- "Mitosis Games is looking for a talented math or computer science student to design Match-3 game levels using our in-house game editor. This work will be prominently featured in our new mobile app. If you are passionate about games, this could be an ideal part time job. You will learn about game design and gain real industry experience at the same time."

Four Graduate Student Fellowships Available (PAID)
The New York Community Trust (The Trust), the community foundation for the New York area, is offering four fellowships for full-time graduate students. The Trust, established in 1924, is one of the largest and oldest community foundations in the United States. With assets approaching $3 billion, it makes grants in three program areas: Healthy Lives, Promising Futures, and Thriving Communities. In 2017, The Trust made $220 million in grants for research, advocacy, and service delivery. (More information at: www.nycommunitytrust.org).

HF Volunteers:
Hispanic Federation has an exciting volunteer opportunity this month! Please read below and sign up wherever you can. We are counting on your help to make our event a success!

- "Telemundo Immigration DACA & TPS Phone Bank"
  For three Tuesdays in February, Hispanic Federation will be partnering with Telemundo to inform New Yorkers about DACA and TPS and referring callers to regional town halls where they can receive additional information and ask questions, as part of a month-long public education campaign!
  Now more than ever, it is time for all of us to be allies to our fellow immigrant brothers and sisters. Immigrants of all statuses are afraid and confused – we need to act now.
  During our campaign, Telemundo will be promoting HF’s hotline, 1-866-HF-AYUDA, and trained HF volunteers will answer callers’ questions and connect callers with essential resources. Food will be provided!
  Spanish-speaking volunteers will be needed for the following shifts: (please note that the busiest shifts are those with the TV crew present)

  * "Shifts with Telemundo TV Crew"
    - Tuesday, February 7th: 6:30PM-7:30PM
    - Tuesday, February 19th: 6:30PM-7:30PM
  * "Shifts without TV Crew"
    - Wednesday, February 8th: 10AM-1:30PM, 1:30PM-6:30PM
    - Thursday, February 9th: 10AM-1:30PM, 1:30PM-6:30PM
    - Monday, February 12th: 6:30PM-7:30PM
    - Tuesday, February 13th: 6:30PM-7:30PM
    - Wednesday, February 14th: 10AM-1:30PM, 1:30PM-6:30PM
    - Thursday, February 15th: 10AM-1:30PM, 1:30PM-6:30PM
Teacher’s Job Fair
March 28th at Lehman High School Campus
Bronx, New York
See flyer for details:
https://docs.google.com/file/d/0B4kUSP8db2HfU28tbTR3Tk9wMUNXZzFsYUtrd05wUU5pNzZV/view?usp=sharing

NYU School of Medicine Postdoctoral Affairs
NYU School of Medicine Postdoctoral Affairs (the organiser of What Can You Be With A PhD? NYC 2015) is hosting its first annual MedComm Career Fair: Medical Writing & Communications Event at Lehman College on Thursday, March 29th from 6-8pm for all graduate students and postdocs in the greater NYC area! This event is supported by our fellow career development programs and offices at Columbia, CUNY, Einstein, Rutgers, and Yale.

If you’re thinking about applying for medical communications positions, this event is for you! RSVP is required as spots are limited.

Graduate students and postdocs will get a chance to meet the representatives of regional medical communications agencies in a speed networking fashion. You’ll be able to learn about each company’s mission, their areas of MedComm, work environment, and positions open for their company. Afterward, you can continue making your connections at our networking reception hosted by our sponsors. Check out our [orise.orau.gov] and [miscoanners.com] to see a list of the participating medical communications agencies.

While this event is open for all, the ideal participants for this event would be senior PhD graduate students and postdocs who are seriously considering a career in medical communications immediately or in the next 6 months. In order to prepare the attendees for the event, [nakajima.ingenium.com], the event’s partner, provides a webinar for Medical Writing & Communications Speed Networking. The webinar introduces the career path broadly and the different areas of medical communication PhDs can work in. The webinar will prepare you for the speed networking event. It will also focus on how to tailor a resume for medical communications and the interview process, including the writing test that interviewers have to complete.

Register for MedComm 101 live webinar on March 6, 7pm:
https://events.nakajima.ingenium.com/event/register?eventid=27763091

Register for Medical Writing & Communications Speed Networking at Lehman College on March 29th from noon to 3 p.m. EST:
https://events.nakajima.ingenium.com/event/register?eventid=27763091

Register for Applying for a Medical Writer Position (live webinar on March 14, 7pm): https://events.nakajima.ingenium.com/event/register?eventid=27763091

We hope you can make it to this exciting event! We hope you can make it!

NYU Langone Health Postdoctoral Affairs

Fulani Fellow
Information Session at Baruch College on March 22nd
Click on the link for more information:
https://docs.google.com/file/d/0B4kUSP8db2HfU28tbTR3Tk9wMUNXZzFsYUtrd05wUU5pNzZV/view?usp=sharing

Virtual Career Fair
Oak Ridge National Laboratory and the Oak Ridge Institute for Science and Education are recruiting students in STEM! ORNL is the U.S. Department of Energy's largest science and energy lab, dedicated to accelerating the development and deployment of solutions to clean energy and global security.

ORNL and ORISE are co-hosting a virtual career fair for February 22nd from noon to 3 pm EST at a computer or mobile device near you!

Pre-register for the Laboratory Internship Virtual Event today: [orise.orau.gov]

The virtual career fair will feature various internship opportunities and research participation programs at ORNL.

Chat with ORNL scientists and ORISE recruiters and get tips on applying! (Check out the attached agenda to learn more about the researchers scheduled to chat.)

This is an excellent opportunity to network and see what a unique internship experience at a national lab would be like! [orise.orau.gov] also stay posted for future opportunities exploring even more programs available at locations around the United States through DOE and ORISE.

See you on the 22nd!

Google February Announcements
Click on this link: [https://docs.google.com/document/d/15vJBK9z7UsroKLIZLz3OihnbizU7XBI7fVqW3NPSm5M/edit?usp=sharing]

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: [http://stemjobs.conference.gatech.edu/employers/]

Thank you.

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

[https://docs.google.com/document/d/15vJBK9z7UsroKLIZLz3OihnbizU7XBI7fVqW3NPSm5M/edit?usp=sharing]

CG Connect:

365 Fifth Avenue | New York, NY 10016 | Room 3030/31B | P: 212-817-7021 | connect@ogc.cuny.edu | [http://stemjobs.com/]

https://docs.google.com/document/d/15vJBK9z7UsroKLIZLz3OihnbizU7XBI7fVqW3NPSm5M/edit?usp=sharing