

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 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.).

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 (11/29) to confirm walk-in hours

Fall 2017 Graduate Writing Consultations

Our graduate writing consultants are available to meet with Graduate Center students to review students' written materials and to discuss 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.

All meetings are confidential. Meetings last 45 minutes. Our office is located in **room 3300.10**.

To make an appointment, follow [these instructions](#) or watch [this video tutorial](#) [youtube.com].

Our sign-up sheet shows slots for 2 weeks at a time. Appointments are limited to two per student, per two-week block; this includes cancellations. For questions, email writinghelp@gc.cuny.edu.

[Learn more about our graduate writing consultation services.](#)

ImaginePHD

A Career Planning and Exploration Tool for The Humanities and Social Science

Link: <https://www.imaginephd.com/>

Free and Confidential

Imaginephd is an opportunity to:

ASSESS

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

Date(s) - 12/06/2017

2:30 pm - 4:30 pm

Location

CUNY Graduate Center, room 9206

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 [here](#).

Careers in the Arts and Cultural Production

Date/Time

Date(s) - 12/07/2017

6:00 pm - 8:00 pm

Location

CUNY Graduate Center, room 9204

The arts are frequently lumped in with the humanities as a means of institutional organization. However, students in the arts may have very different talents, skillsets, 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 MAs 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.

Panelists to be confirmed.

Please register to attend [here](#).

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 (TBD) 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, Hispanic and Asian 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 students. 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

Applications are now available for the 2018-2019 **Advancing Equity Through Research Fellowship** at the W. E. B. Du Bois Research Institute Fellowship Program, housed in the Hutchins Center for African & African American Research at Harvard. The **Advancing Equity Through Research Fellowship** is part of the Hutchins Center's five-year commitment to the Collaborative to Advance Equity Through Research. The Fellowship supports research addressing the lives of women and girls of color, and expands research opportunities for women of color. The **Advancing Equity Through Research Fellow** will participate fully in our robust Fellows Program, which brings scholars to Harvard from around the world for a period of one or 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\[hutchinscenter.fas.harvard.edu\]](http://fellowship.hutchinscenter.fas.harvard.edu). **Deadline for applications is January 17, 2018.**

Summer Intern-Graduate: Strategic Initiatives position (Job ID #91454)

Candidates can view and apply for this job at:
https://hcm.myonta.info/psp/HCPROD/SELFSERVICE/HXMS/c/HRS_HRAM_HRS_APP_SCHJOB.GBL?Page=HRS_APP_IBPST&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=91454&PostingSeq=1

Summer Intern-Graduate: Strategic Initiatives position (Job ID #91448)

Candidates can view and apply for this job at:
https://hcm.myonta.info/psp/HCPROD/SELFSERVICE/HXMS/c/HRS_HRAM_HRS_APP_SCHJOB.GBL?Page=HRS_APP_IBPST&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=91448&PostingSeq=1

All other intern positions, including in the field of engineering, planning, capital programs, transportation, operations, etc. may be found at:

https://hcm.myonta.info/psp/HCPROD/SELFSERVICE/HXMS/c/HRS_HRAM_HRS_APP_SCHJOB.GBL?Page=HRS_APP_SCHJOB&Action=U&TargetFrameName=None

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: Part-time (every other Saturday, 11:00 a.m. - 4:00 p.m.) Wage: \$18.75/hr Contract: Dec 2017 - May 2018

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

Organization 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 for additional information about our services, and view our website prior to applying for the position.

Saturday Writing Classes: The Saturday Writing Classes (SWC) are a core component of Legal Outreach's College Bound, a rigorous academic program that prepares students for admission into and success in competitive colleges and universities. We are seeking writing instructors with experience teaching or tutoring at the high school and/or college levels who can set high expectations for and inspire underserved minority youth.

Job Responsibilities:

Attend paid staff training dates in Dec. 2017.

Lead one class of about 10 students through the process of writing a 10-page college-level research paper on material culture.

Attend staff meetings following Saturday Writing Class (3 p.m. to 4 p.m.).

Provide formal, edited feedback on essays following a rubric.

Provide end-of-the-year evaluations of students' writing progress.

Commit to attending each and every one of the following class dates. Please do not apply if you cannot attend class on these dates.

- 1/6/2018
- 1/13/2018 (Metropolitan Museum Visit)
- 1/20/2018
- 2/3/2018
- 2/24/2018
- 3/3/2018
- 3/17/2018
- 4/7/2018
- 4/28/2018
- 5/12/2018

See Curriculum in GC Connect.

How to apply in GC Connect

Job posted in GC Connect
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| Job Title | Position Type | End Date |
|---|---|------------|
| 2018 Internal Audit Data Summer Analyst | Internship/Externship | 12/7/2017 |
| Assistant Professor - Economics | Full Time | 12/2/2017 |
| C# Developer | Full Time, Part Time, Career/Degreed, Off-Campus | 12/29/2017 |
| Child Educator | Student Employment, Co-op, Internship/Externship, Volunteer | 12/29/2017 |
| College Persistence Advisor, College Scholars | Part Time | 12/31/2017 |
| Education Research Assistant – Early Colonial Women Project | Part Time | 11/30/2017 |
| Education Research Assistant – Progressive Era Project | Part Time | 11/30/2017 |
| LIM Content Strategist | Full Time, Part Time, Off-Campus | 11/30/2017 |
| LIM Content Strategist | Student Employment | 11/30/2017 |
| LIM Culture Ambassador | Full Time, Part Time, Off-Campus | 11/30/2017 |
| LIM Tutor | Student Employment | 11/30/2017 |
| LitWorld Coordinator for Communications and Programming | Full Time, Career/Degreed | 12/31/2017 |
| Officer, Service Events | Full Time | 12/29/2017 |
| Publications and Research Intern | Internship/Externship | 12/31/2017 |
| Strategic Planning / Project Management Intern (Association Office) | Part Time, Career/Degreed, Off-Campus | 12/31/2017 |
| TEACHING ARTIST IN DANCE & CREATIVITY | Student Employment, Internship/Externship | 12/31/2017 |
| Temp Assistant, College Persistence | Part Time | 12/31/2017 |
| The Mission Engagement Manager | Full Time, Career/Degreed | 12/31/2017 |
| Visiting Assistant Professor - Management | Full Time | 12/31/2017 |

Strategic Planning/Project Management Intern

YMCA

Click [here](#) for details

Data/ Policy Analyst- Queens (SOC)Grant Associates

New York, NY

Contract

Click on the Indeed.com link: https://www.indeed.com/viewjob?jk=79b4cea14ed91&q=associate+director&l=New+York,+NY&tk=1bvfdu6vkl4d8m89u&from=ja&alid=5743a8bae4b00f6d0c19d8bd&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rtg=1bvfdu6vkl4d8m89u

Visiting Professor - Sociology - Midtown Manhattan, NY

Location US-NY-Manhattan

Job ID

2017-96006

Institution

DeVry University

Department

Academics

Employment Type

Temporary Part-Time

FLSA Status

Exempt

Please click on the link below for details:

<https://devryuniversity-ate.icims.com/jobs/96006/visiting-professor---sociology---midtown-manhattan%2c-ny/job?mode=job&iis=Indeed&iis=Indeed.com&mobile=false&width=960&height=500&bga=true&needsRedirect=false&ianoffset=300&jun1offset=240>

Special Education Clinical Supervisor, Relay New York

at Relay Graduate School of Education

Please click on the link below for details:

https://boards.greenhouse.io/relaygraduateschoolofeducation/jobs/922614?gh_src=uh3ng18.Wh8Re6L5_k

Visiting Professor

School Program Psychology

Open Rank

Click on the link below for more details:

<https://chm.the.taleo.net/cdm02/atst/careers/v2/viewRequisition?org=ADELPHI&cws=43&rid=19588&source=Indeed.com>

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 potential for scholarly excellence in one or more of the areas of mineralogy, petrology, structural geology, and tectonics.

Please click on the link below:

https://docs.google.com/document/d/1LK0ZKixUzepoj7hqASBB4VPO-TsbqFBI1pKSmJ_cPWU/edit?usp=sharing

Analyst - Training & Enablement

American Express

New York, NY

Click on the link for more details:

<https://jobs.americanexpress.com/us/jobs/17013707/Analyst+-+Training+%26+Enablement?lang=en-US>

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

Webinars and Digital Content

On **Thursday, November 30th**, our Science Alliance is hosting an all-star panel of scientists and researchers experienced at communicating their work to a public audience in our event: [Engaging with the Public: Why Scientists Need to Communicate Their Work](#) [nyas.org].

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

If you have any holiday travel in your future and need something to occupy you, I wanted to share our newest [eBriefing on our Neuroplasticity, Neuroregeneration, and Brain Repair Symposium](#) [nyas.org] in June, or our most recent podcast: [Reevaluating Clinical Trial Design](#) [nyas.org].

In-Person Symposia, Conferences, and Workshops

[Risky Business](#) [nyas.org] – **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 had year after year of positive testimonials from our participants in this event, and it is a definite “don’t miss” for anyone interested in a career in pharma or a biotech startup.

Other Opportunities

In February, the Academy is hosting the [Sohn Conference: Accelerating Translation of Pediatric Cancer Research](#) [nyas.org] in partnership with The Sohn Conference Foundation in London! We currently have a call out for Early Career Investigator and Underrepresented Minority Travel Fellowship Applications. Please see detailed information on eligibility and application instructions [here](#) [nyas.org]; to submit applications, please visit our [online portal](#) [nyasevents.fluidreview.com]. The deadline for submission is **December 4, 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](#)

| [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 | [@careerplanc](#)