

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 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](#)

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 soon

<https://careerplan.commonscuny.edu/about/people>

Writing

Fall semester is upon us and it's time to schedule an appointment with our graduate writing consultants. **Sign up** [here\[gc-cuny-csm.symplicity.com\]](http://gc-cuny-csm.symplicity.com) to get advice and feedback on written materials and to discuss writing-related issues. GC students can bring writing from a variety of genres, including course assignments, conference and dissertation materials, article manuscripts 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 and last 45 minutes. Our office is located in **room 3300.10**.

To make an appointment, follow [these instructions](#) or watch [this video tutorial](#). Our sign-up sheet shows slots for 2 weeks at a time. Appointments are limited to two per GC student, per two-week block; this includes cancellations. For questions, email writinghelp@gc.cuny.edu.

Writing Retreat

One-on-one feedback, quiet space to write- and coffee!

Check the [dates here](#)

Please plan to attend and support **CP&PD Career Fair 2018**

Our Fall 2018 career fair connects our doctoral and master's degree graduate students with employers in government, non-profit, and policy sectors. The fair will feature both a traditional career fair with employers standing at tables talking to students, as well as presentations from individual employers.

See Registered employers here

Registered Employers Include:

- [Center for Court Innovation](#)
- [CUNY Internship Program](#)
- [Department of Citywide Administrative Services](#)
- [Drug Policy Alliance](#)
- [Educational Alliance](#)
- [MDRC](#)
- [NASA Goddard Institute for Space Studies](#)
- [New York City Economic Development Corporation](#)
- [New York City Emergency Management](#)
- [New York State Assembly Internships](#)
- [New York State Senate Graduate Fellowships](#)
- [NYC Department of Health and Mental Hygiene](#)
- [NYC Department of Investigation's Inspector General for the NYPD](#)
- [NYC Mayor's Office of Sustainability](#)
- [Office of New York City Comptroller Scott M. Stringer](#)

- [Port Authority of NY & NJ](#)
- [UN Women Research and Data](#)
- [USCIS-Newark Asylum Office](#)
- [Vera Institute of Justice](#)

Please RSVP

Please let us know that you'll be attending by filling out our [event registration form](#).

Are you ready?

Making the Most of the Graduate Center's Public Policy Career Fair

Date/Time

Date(s) - Wednesday, October 17, 2018

4:00 pm - 5:00 pm

Location

[CUNY Graduate Center, room 7209](#)

Please RSVP here: [event registration form](#).

The career fair is next Monday.

GC Peer Review!

Date/Time

Date(s) - Wednesday, October 17, 2018

3:00 pm - 5:00 pm

Location

[CUNY Graduate Center](#)

Are you a Humanities student working on a dissertation or master's thesis? Do you want more structure for your writing process and feedback on your writing this fall? Are you looking for a friendly small-group setting in which to share works in progress? We want you for GC Writing Services' new writing group! We'll meet to share writing, provide feedback, offer mutual support, exchange tips on process, and help each other meet accountability goals. Students will share work and feedback on a rotating basis. Peer critique helps students develop methods to assess and revise their own work outside of the workshop.

You are eligible if you are currently working on an article, dissertation materials (prospectuses, chapters), or a master's thesis.

- Email writinghelp@gc.cuny.edu with questions
- Sign up [here](#).

New Posting

Administrator

Baruch College – CUNY Federal Statistical Research Data Center

The Baruch College-CUNY Federal Statistical Research Data Center (NYRDC-Baruch) is seeking an Administrator with a research background and experience managing projects.

The NYRDC-Baruch lab, located on the CUNY-Baruch campus, provides a secure environment where qualified researchers conduct approved statistical research using restricted micro-level data collected by the Census Bureau, the National Center for Health Statistics, the Agency for Healthcare Research and Quality, the Bureau of Labor Statistics, the Bureau of Economic Analysis, and other federal agencies.

The NYRDC-Baruch is part of the Federal Statistical Research Data Center (FSRDC) network administered by the Center for Enterprise Dissemination at the US Census Bureau. Further details on the network, data available, and research conducted in FSRDCs can be found here:

<https://www.census.gov/ces/index.html> .

Primary responsibilities for this position include:

- Assisting researchers from many disciplines, including economics, geography, health services, epidemiology, sociology, demography, social work, urban planning, business, environmental science and data science in developing successful proposals and conducting research at the NYRDC-Baruch;
- Reviewing researcher output produced at the NYRDC-Baruch for compliance with Census disclosure

standards

- c) Overseeing daily operations of the NYRDC-Baruch lab;
- d) Serving as a liaison between the Census and the NYRDC-Baruch;
- e) Assisting the Executive Director in marketing the center to the research community at NYRDC-Baruch and beyond.

The NYRDC-Baruch administrator will be a full-time U.S. Census Bureau employee who will receive federal benefits. The ideal candidate will have a PhD in economics, experience in multiple disciplines, a background in statistical methods and strong organizational skills. The position requires US citizenship. Please apply by the closing date by sending a resume/CV to hrd.schedule.a.r.fellows.hiring@census.gov. It is very important to include the following text in the subject line: "Schedule A(r) Baruch RDC."

Please email Diane Gibson, Executive Director of the NYRDC-Baruch (diane.gibson@baruch.cuny.edu) if you are interested in the position or if you would like more information.

Director of Development and Budgeting

The Director of Development and Budgeting will be responsible for managing our fundraising initiatives, setting fundraising goals, and overseeing our organizational budget. This position will involve developing relationships with prospective donors, securing major gifts, and assisting with grant applications. This person will also help to determine the overall organizational budget in accordance with fundraising initiatives. Like the rest of our staff, **this is a part-time, volunteer position.**

Responsibilities:

- Research and reach out to prospective donors.
- Oversee relationships with donors and maintain the donation tracking system
- Lead organizational fundraising campaigns.
- Develop organizational budget and track expenditures.
- Assist with grant applications and tracking

Desired Qualifications

- Interest in non-profit fundraising.
- Commitment to progressive advocacy
- Energetic and comfortable with balancing multiple projects and working on tight deadlines.
- Prior experience with electoral or issue advocacy campaigns is a plus

Expectations/Commitment

- 5-10 Hours/week
- Attend staff meetings in person or remotely depending on availability (We are based in New York City)

This job is posted in GC Connect. Email careerplan@gc.cuny.edu for details.

2019 Postdoctoral Program for Scholars of Excellence

The BC Children's Hospital Research Institute is now accepting applications for the **2019 Postdoctoral Program for Scholars of Excellence** to support exceptional research trainees and generate innovative research under the mentorship of BCCHR investigators.

The goal of the program is to support recent PhD or MD graduates in conducting clinical, translational and biomedical research at BCCHR with the intent to develop future leaders in child health research. **This initiative is designed to attract new talent to BCCHR, the applicant must not be a BCCHR community member before the award start date (internal applicants will not be accepted).** Applicants will need to demonstrate how their research interests align with BCCHR and its commitment to improving the health of children.

The program provides scholars a generous stipend of \$70,000/year plus benefits (Extended Health Plan,

Dental Plan and Employee and Family Assistance Program) and up to \$5,000 to cover moving expenses. In the first two years, additional funds are available for research-related expenses (\$10,000/year) and for travel expenses to attend conferences (\$3,000/year).

Eligibility Criteria

We welcome national and international applicants with an exceptional track record who -

- Have completed a PhD, PhD-equivalent, MD or PhD-MD within the last two years
- Do not currently hold an academic or faculty position
- Are not affiliated with the BC Children's Hospital Research Institute. Internal applicants are not eligible to apply

To access the application form and guidelines, visit www.bcchr.ca/scholars [[bcchr.ca](http://www.bcchr.ca)].

The application deadline is Friday, January 25.

Program inquiries should be directed to resinfo@bcchr.ca.

Marketing Intern

**Altfest Personal Wealth Management
Marketing and Client Relations Department**

[Click here for details.](#)

Email careerplan@gc.cuny.edu if you are interested in this position.

Assistant Professor of Instruction

Northwestern University's Department of Physics & Astronomy invites applications for a full-time, benefits eligible, multi-year, non-tenure eligible faculty appointment as Assistant Professor of Instruction, beginning September 1, 2019.

The successful applicant will demonstrate excellence in teaching introductory physics courses, supervising and mentoring teaching assistants, and overseeing classroom and laboratory instruction for introductory courses. A standard teaching assignment is six one-quarter courses per academic year with possible reductions for administrative and other duties. Candidates would have the opportunity to engage in education-based research, seek funding for pedagogical innovation, and partner with faculty who do so.

Minimum qualifications include a Ph.D. in Physics, Physics Education, or a related field, which must be conferred by September 1, 2019. The ideal candidate will have demonstrated excellence, breadth, and innovation in teaching. Preference will be given to candidates who have an understanding of research in the teaching and learning of physics and experience working with diverse student populations.

Applicants should submit a letter of application, curriculum vitae, teaching portfolio (including a teaching statement, course syllabi, and student evaluations), and three letters of recommendation which must address teaching. Applications should be submitted online through the department website at: <http://www.physics.northwestern.edu> [[physics.northwestern.edu](http://www.physics.northwestern.edu)]. Letters of recommendation can be submitted online or sent directly to the attention of Pamela Villalovoz, at physics-astronomy@northwestern.edu. General questions may be addressed to Pamela Villalovoz at the same address.

Review of applications will begin on December 1, 2018. Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.

U.S. Department of Transportation (DOT) Opportunity in Railroad Safety Data Science and Data Analytics

APPLICATION DEADLINE: November 5, 2018, 11:59 PM ET

There is a research opportunity in the Office of Railroad Safety, Federal Railroad Administration (FRA) at the U.S. Department of Transportation (DOT) in the Washington, D.C., area.

At the Federal Railroad Administration (FRA), we believe that rail moves America forward. The FRA's mission is to enable

the safe, reliable, and efficient movement of people and goods for a strong America, now and in the future. FRA executes this mission through development and enforcement of safety regulations, investment in passenger and freight rail services and infrastructure, and research into and development of innovations and technology solutions.

As a research participant at the FRA you will (1) help develop data science products, such as models for mitigating railroad safety risk, and (2) help develop analytics tools to draw insights and knowledge from the internal and external data, to realize the potential mission impact data science and analytics tools could have at the FRA.

The appointment will provide training and opportunities for developing and implementing creative approaches to improve and refine the railroad safety data analytics lifecycle via scripting, programming, and other methods. The participant will have opportunities for publications and presentations of research in professional journals and to the scientific communities and we strongly encourage these activities. Appointments are initially for one year, with the possibility of extension, contingent upon project suitability and the availability of funds.

Stipend: \$60,000 - \$85,000 (commensurate with education level and experience)

Professional Development/Conference Travel: \$4,000

Relocation: \$4,000

Health Insurance Allowance: \$3,000

Full time Director of Audience Services

MCC Theater, the award-winning off-Broadway company that has recently produced *School Girls; or The African Mean Girls Play*, *The Legend of Georgia McBride*, *Hand to God*, *Punk Rock*, among others over its 30+ years, seeks a highly organized, detail-oriented, **full time** Director of Audience Services to join MCC's senior staff, reporting to the Executive Director.

MCC Theater will be opening The Robert W. Wilson MCC Theater Space in the Fall of 2018, featuring two state-of-the-art theaters, The Newman Mills Theater (245 seats) and The Susan & Ronald Frankel Theater (100 seats), designed to accommodate both traditional and non-traditional stagings. The Director of Audience Services will be a new member of the senior leadership team for the organization and have the opportunity to form and train MCC Theater's first front of house and box office teams, and play a vital role in the strategic approach to the MCC audience experience. The position will communicate directly with colleagues in other departments including, Company Management, General Management, Marketing and Development and production teams.

Click on the link for the job description:

https://docs.google.com/document/d/111nvx7_pkgrW4Po6dFkymN8beU0Tp9YDywLqGjLXNUg/edit?usp=sharing

Events & Opportunities

On **Friday, October 26, 2018 at 2:00pm EST**, you are invited to join a live webinar for the CUNY community: **"Using GrantForward as a Researcher"**. [GrantForward \[grantforward.com\]](http://grantforward.com) is a funding opportunity search engine available to all faculty, graduate students, and staff in the CUNY system, allowing them to discover grants, awards, and fellowships to fund their ambitions. GrantForward uses specialized data-crawling technology to constantly update an extensive database of external sponsors and funding opportunities, covering 9,000 different funders in the U.S. alone. Other features include adaptive search filters, verification of each opportunity's accuracy and relevance, personalized recommendations delivered directly to your email, customizable researcher profiles, listings of grant awards already made, and accessible training tools. Throughout CUNY, GrantForward is used in conjunction with the funding search database Pivot, and links to each are available through both the sponsored programs offices and the libraries' electronic resources. Both services are provided as a resource by Research Foundation CUNY.

Please first register for the webinar at [https://goo.gl/forms/6G5hxD88zkrwxhO2 \[goo.gl\]](https://goo.gl/forms/6G5hxD88zkrwxhO2).

A **reference guide** is available for review during the presentation: [GrantForward Researcher](http://grantforward.com)

[Welcome Guide \[grantforward.com\]](http://grantforward.com)

Screen/Audio Connection

To attend the presentation on a computer or tablet, open your browser and visit: [https://zoom.us/j/2483170194 \[zoom.us\]](https://zoom.us/j/2483170194).

For voice via phone: dial +1 408 638 0986 or +1 646 876 9923 and enter Meeting ID: 248 317 0194.

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/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](#)

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