

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 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

Career related questions and answers

Meet with Emily Seamone or Don Goldstein soon

<https://careerplan.commonsgc.cuny.edu/about/people>

Writing appointments are available

It's time to schedule an appointment with our graduate writing consultants. Sign up [here\(gc.cuny-csm.symplcity.com\)](http://gc.cuny-csm.symplcity.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 walk-in hours
Fridays from 10:30 pm until 2:00 pm

Please join us at our next event. Explore some of the many ways to learn, grow and excel professionally.

CP&PD Blog

6 Reasons to Teach in an Independent School

Website link: <https://careerplan.commonsgc.cuny.edu/blog/why-independent-schools>

CP&PD Upcoming Events

Event Name	Date/Time
Converting a CV to a Resume CUNY Graduate Center, room 7209, New York NY	Monday, November 12 4:00 pm - 5:30 pm
Teaching in Independent Schools CUNY Graduate Center, room 9206, New York NY	Wednesday, November 14, 6:00 pm - 8:00 pm
Exploring Career Paths: How to Find your Professional Fit CUNY Graduate Center, room 7209, New York NY	Thursday, December 6, 4:00 pm - 5:30 pm
Interviewing for Faculty Positions (Webinar)	Thursday, December 13, 12:00 pm - 1:00 pm

Jobs

Please email careerplan@gc.cuny.edu or call 212-817-7425 about your GC Connect account.

Temp Assistant, College Persistence

Department: College Scholars

Reports to: Operations Manager, College Scholars

SUMMARY:

SEO College Scholars has an immediate opening for Temp Assistant to provide technical support to the department's operational functions. The Temp Assistant will assist with the transcript collection process from January 2019 through mid-February 2019, 3-days per week, 4 hours per day, possibility to extend.

RESPONSIBILITIES

- Assist with the timely collection, tracking, and processing of student transcripts
- Scan and upload transcripts for college students
- Mail scholarship and stipend payments for all students
- Perform other duties as assigned

EDUCATION AND WORK EXPERIENCE:

- Currently attending university, or a recent Bachelor's degree candidate
- Experience in maintaining accurate records and tracking projects with multiple tasks and phases

CORE COMPETENCIES AND SKILLS

- Ability to thrive in a fast-paced environment and complete tasks with a sense of urgency
- Approach all work with an outcome-oriented and data-driven mindset
- Must have an exceptional attention to detail
- Ability to manage numerous large and small-scale projects that have multiple steps and varying deadlines, working with fervor to meet all deadlines
- Excellent interpersonal skills, strong work ethic, and high level of professionalism

HOW TO APPLY

Please check [GC Connect](#) for more details about this job posting.

Log-in <https://bit.ly/2lQXJP>

Writing Instructor

Type: Part-time (2 Saturdays per month, 10:00 a.m. - 3:00 p.m.)

Wage: \$18.75/hr

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

Job Description:

The Saturday Writing Classes are a core component of Legal Outreach's College Bound, a rigorous academic program that prepares students for competitive colleges and universities. We are seeking a writing instructor with experience teaching at the high school and/or college levels who can set high expectations for and inspire underserved minority youth. Instructor must be conversant with the fundamentals of expository, creative, and persuasive writing and be able to implement writing pedagogy creatively and rigorously in the classroom. Teaching applicants must be college graduates with professional experience in writing, teaching, editing or a related field. This is an excellent opportunity for a teacher, Masters or PhD candidate, or professional writer to join a team of dedicated writing staff and make a difference in the lives of New York City youth.

Job Responsibilities:

-Attend paid staff training in December 2018 or January 2019.

-Commit to attending every single Saturday Writing Class on time and completing student evaluations. Candidates should not apply if they cannot commit to being present and punctual. The remaining class dates for this academic year are:

December 1 & 15

January 5 & 19

February 2 & 16

March 2, 16, & 30

April 13 & 20

May 11

-Teach one class of 10-12 students in the Saturday Writing Program from 10 a.m. to 2 p.m. (meets every other Saturday).

-Attend staff meetings following the class.

-Effectively implement a comprehensive writing curriculum in the classroom.

-Provide formal, edited feedback on essays throughout the year following a rubric.

-Participate in an end-of-year readings/awards ceremonies.

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

-Be available for in-person consultation or online correspondence with the Director of Writing & Academic Development to discuss specific student issues, essays, and writing pedagogy.

-We are seeking someone who can start as soon as possible.

Instructor Openings

Junior Essay Writing (1): Juniors focus on strategies for effectively supporting theses and arguments. Students will plan, write, and revise two essays over the course of 18 sessions. The junior year curriculum prepares students for the senior year research paper. Applicants should be able to help students understand and explore the rhetorical strategies and essay types that are used in academic and professional persuasive essay writing. Instructors will be provided with extensively developed curricula; however, applicants must bring creative ideas about writing pedagogy to invigorate class instruction.

To Apply:

Please check [GC Connect](#) for more details about this job posting.

Log-In <https://bit.ly/2lQXJP>.

Research Assistant/Associate, Office of the Director

The Morgan Library & Museum

New York, NY 10016

Click on the Morgan Library link below:

<https://www.themorgan.org/opportunities/employment/research-assistant-office-director>

Council Development Associate

The Conference Board

New York, NY 10022

Click on the Indeed.com link below:

https://www.indeed.com/viewjob?jk=87456d06e4317cd58q=associate+director&l=New+York,+NY&tk=1crpv092k3gm3806&from=ja&lid=5743a8bae4b00f6d0c19d8bd&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1crpv092k3gm3806

Policy Analyst

NYC Office of the Mayor

Click on the Indeed.com link below:

<https://www.indeed.com/jobs?q=management%20analyst&l=New%20York&start=50&vik=de3e8da304b2ba4f>

Philanthropy News Digest Job Bulletin

Here is the link: http://philanthropynewsdigest.org/jobs?utm_medium=email&utm_source=PND%20Jobs%20Subscribers&utm_campaign=job20181108

Sign-up for their job alerts

Search jobs at Research Foundation CUNY

<https://www.rfcuny.org/careers>

NYC Teaching Fellows

NYC Department of Education

Interested individuals can [apply here \[r20.rs6.net\]](#), today.

Institutional Representative at The City University of New York

Dear CUNY community,

[Inet NYC \(inetnyc.com\)](#) is excited to announce that we have an open position as Institutional Representative at The City University of New York! We are looking for an enthusiastic scientist (graduate student/post-doc/research assistant etc) that wants to join our team. Inet NYC is an organization whose mission is to provide support, professional guidance and networking opportunities for all international scientists in NYC. It is led by young volunteer scientists in training.

As Institutional Representative (IR) you would be the **point of contact between Inet NYC and your institution**. The IR's main responsibilities is to send emails announcing upcoming events or news from Inet NYC and build great relationships with various administrative/research offices at your institution. As IR, you would also have the opportunity to participate in event organization, outreach and provide ideas that will help achieve the mission of our group.

Being part of Inet NYC is an great opportunity where you can improve your communication and leadership skills, gain experience on team work and event planning while expanding your professional network.

If you want to apply for the IR position, please send us a resume and tell us why you are excited to be part of the Inet NYC board and ideas you have that will make our group better fill out this [survey](#). If you have any questions or comments, please send them to info@inetnyc.com.

Looking forward to your applications,

Inet NYC team

Family Support Worker

Tenant Community Coordinator

WHEDco.org

Click on this link to view the job posting: <https://drive.google.com/file/d/084kUSP8db2HfnzE3Mkdwb19xWkV5QUu2X1FxtV9nWmFRbDZ1/view?usp=sharing>

Public Health Internship Program

RTF: A Public Health Internship Program of the New York City Department of Health and Mental Hygiene (DOHMH) is pleased to inform you that the application period for our spring 2019 internship program opened on October 15th and closes on November 15th. Please note, to submit an application, students will have to create a user ID/ log on [NYC.ID](#). For more information about the program, for instructions on how to apply or to complete an application, please visit our [website](#). The application deadline for spring 2019, is November 15th, 2018.

For full consideration, H RTP should receive the following postmarked on or before the deadline:

1. An [electronic application](#)
2. A current resume
3. A personal statement/ essay
4. An official transcript from your current institution
5. One letter of recommendation and the recommendation form

The program is open to undergraduate, graduate and professional school students of public health, health education, laboratory sciences, medicine, social work, environmental engineering, public administration, accounting, mathematics, computer science, law, nursing, the social sciences, and many other majors. H RTP offers dynamic internships in public health research, community health outreach and education, fieldwork, laboratory work and public health administration.

We would appreciate your assistance in publicizing the opportunities and benefits of a public health internship through H RTP. For additional information about the program or for applications please visit the H RTP website: <https://www1.nyc.gov/site/doh/about/employment/health-research-training-program.page> . I have also attached a one-page flyer which further describes the program and provides a sample of past projects. Please feel free to share these with your students.

[See flyer here](#)

External Engagement Manager

Citizen Schools

Click on the Indeed.com link below for the job description:

<https://www.indeed.com/jobs?q=adult%20learning&l=New%20york&vjk=a29ce6065d83af0d>

A Funded Fellowship for Postdoctoral Scholars

The Center for Inclusive Education at Stony Brook University welcomes applications for its IRACDA NY-CAPS (New York Consortium for the Advancement of Postdoctoral Scholars) program - a funded fellowship for postdoctoral scholars in the biological sciences. Scholars advance their teaching skills and research experience during a 3-year mentored fellowship at Stony Brook University and at minority-serving NY-CAPS Partner Institutions: CUNY Brooklyn College, SUNY College at Old Westbury and Suffolk County Community College. For more information and to apply, please visit the Center for Inclusive Education's [website \(stonybrook.edu\)](http://www.indeed.com/jobs?q=management%20analyst&l=New%20york&vjk=6df50b9d477c9b7a). Applications are due on December 20, 2018 for a start date on or after May 1st. Candidates must have their PhD in hand by September 15, 2019. Please email IRACDA@stonybrook.edu or call 631-632-1386 with any questions.



Interested in working at our **Cambridge office**? Our Massachusetts site is growing quickly and has many positions available for you soon-to-be graduates!

As we continue to increase our product efforts in 2019, you could join teams in Travel, Search, Android, Chrome, and more.

Check out all of our available Cambridge positions, including [Software Engineer, University Graduate \(goo.gl\)](#) at google.com/students.

STRATEGY ANALYST, CUSTOMER SUCCESS

[Quartet](#), New York, NY 10018 (Clinton area)

Click on the [Indeed.com link below for the job description:](#)

<https://www.indeed.com/jobs?q=management%20analyst&l=New%20york&vjk=6df50b9d477c9b7a>

Customer Care Training Curriculum Writer (Part-time)

The New York Times

Click on the [Indeed.com link below for the job description:](#)

<https://www.indeed.com/jobs?q=adult%20learning&l=New%20york&vjk=ab513d3091cb2e88>

Project Manager

Product Development & Corporate Innovation

Fidelis Care

Click on the [Indeed.com link below for the job description:](#)

<https://www.indeed.com/jobs?q=management%20analyst&l=New%20york&vjk=4f163807a27e5feb>

Remote Fellowship

Job Description:

SVAcademy is an online, remote fellowship that transitions into a full-time, business development job in a Silicon Valley startup. This highly selective program trains fellows for three-months online and then places them with one of SVAcademy's 50+ startup partners in a full-time business development position.

The average starting salary package for an SVAcademy fellow is \$78,000. 100% of our graduates have been placed.

Upon hiring, our fellows receive one year of professional coaching and lifelong support from the SVAcademy community.

[Click here for more details.](#)

Assistant Professor of Data Science in Business/Economics

University of Hawaii at Hilo

UH Hilo is proud to advertise for its fourth Data Science faculty position: *Assistant Professor of Data Science in Business/Economics*. This new hire will be housed in our College of Business and Economics and will work with faculty members within multiple college at UH Hilo to help us build out our B.S. in Data Science.

Review of applications begins on December 1, 2018.

Please feel free to forward this email and attached job posting to anyone whom you think would be interested, including any relevant listservs. Questions can be sent to me at datajob@hawaii.edu

[Click here for more information](#)

National Energy Technology Laboratory (NETL) - Geological and Environmental Systems (GES) Directorate-PGRP

Morgantown, WV

Apply by 4/30/19

Through the Oak Ridge Institute for Science and Education (ORISE), this posting seeks motivated postgraduates (MS and PhD) interested in researching as part of the Geological and Environmental Systems (GES) Directorate at the National Energy Technology Laboratory (NETL). NETL is a multi-disciplinary, scientific and technical-oriented national laboratory. NETL's Research and Innovation Center (RIC) conducts research to evaluate environmental impacts and risk assessments associated with domestic energy resource development.

The successful candidate will have a strong background in these elements (but necessarily all):

- High-pressure/low-temperature laboratory experiments
- Geomechanical characterization and analysis
- Hydrologic or fluid transport models
- Statistical data analysis
- Programming (C++, Fortran, Matlab, Python)
- Basin model development (Petrel, PetroMod)

Program information: Detailed information about the program can be found at <http://www.orau.gov/netl/lorau.gov>.

How to apply: Information in regard to the opportunity and link to the application can be found at <https://www.zintellelect.com/Opportunity/Details/NETL-2018-PCRP-Seol-1%20intellect.com>

The NYC Department of Investigation's

Office of the Inspector General for NYPD job postings

Spring 2019

Summer 2019

[Outreach Intern/Fellow Program for Students & Recent Grads](#)

[Investigator Intern/Fellow Program for Students & Recent Graduates](#)

[Policy Intern/Fellow Program for Students & Recent Graduates](#)

Machine Learning Scientist

The University of Pittsburgh, PA

Full-time, Part-time

Click on the [Indeed.com link below:](#)

<https://www.indeed.com/jobs?q=phd&l=Pennsylvania&vjk=7ae64411da385e0f>

Search jobs at Sanofi

Here is the link: <https://www.sanofi.us/en/careers/>

Teaching Faculty Data Science

Drexel University

Copy and paste the [Indeed.com link in your browser:](#)

<https://www.indeed.com/jobs?q=phd&l=Pennsylvania&vjk=108vjk=b2680b66265615e5>

IntegrIDATA jobs

[Software Developer job description](#)

[Software Testing Engineer Intern job description](#)

Other Events



Ready to take your coding to the next level? [Register now \(codejam.withgoogle.com\)](#) for Kickstart 2018 before the last round, Round H on November 18th @ 10:00pm PST/1:00am EST.

Want to practice?

Start working your way through [past problems \(codejam.withgoogle.com\)](#). Be sure to check out our ["Quick-Start" Guide](#), [Terms and Conditions](#), [FAQs](#) and our [YouTube Live session \(goo.gl\)](#) where Kickstart alumni (now Google engineers!) give tips on how to compete.

If you have any questions, reach out to codejamkickstart@google.com. Hope to see you on the scoreboard!

Ask Me Anything (AMA) + Live Events

Versatile PhD's 2018-19 event schedule will consist of a live Webinar Series with PhD career experts across a range of innovative topics. All webinars will be followed by extended, asynchronous Ask Me Anything (AMA) sessions on our Discussion Forum. Webinars will be recorded and accessible for a limited period of time after the event. AMA sessions will remain on our site indefinitely, allowing time for a wide range of questions, answers, and follow-up by anyone. As with all VPHD events, our AMAs are free and open to any VPHD member. [Join Versatile PhD now](#), if you haven't already.

You have a couple ways to follow the discussion:

- Check the forum every so often. If you stay signed in, just refresh the page.

- Via email. You can [activate per-post notifications right now](#). You can also use the Notifications link in the MyVPHD menu button.

You cannot start a topic, or reply to one, via email. Please come to the site to do so.

If you're new to Versatile PhD and also connected with one of our subscribing institutions, find the institution's VPHD portal ([here's the list](#)), go through it, and then join Versatile PhD. Using the portal + creating a VPHD account = access

to subscription content and features and to VPHD's free features.

NEXT LIVE EVENT: Webinar on Post-PhD Financial Success

[<< REGISTER HERE >>](#)



November 29, 2018 (11am PST/ 2pm EST)

Emily Roberts, PhD (Founder, [Personal Finance for PhDs](#))

Topic: "Post-PhD Financial Success: How to Prepare for and Navigate Your Transition"

Start your next job on the right foot by successfully navigating your financial transition out of your PhD training. This webinar will be your roadmap! We'll discuss everything from moving expenses to higher taxes to your possible new financial priorities like student loan repayment, retirement savings, and buying a home. You'll leave the webinar with a list of concrete action steps to take and pitfalls to avoid whether you've just accepted a job offer or are still a year or more away from looking for a job.

This FREE webinar is presented by Dr. Emily Roberts, the founder of Personal Finance for PhDs.

[<< REGISTER HERE >>](#)

Past AMAs

[Drs. Thi Nguyen \(Washington U\) and Fatimah Williams \(Beyond the Tenure Track\)](#)

[Desney Tan \(Microsoft Health\)](#)

[Peter Fiske \(Lawrence Berkeley National Laboratory\)](#)

[Joseph Barber \(Career Services at the University of Pennsylvania\) and Jenny Furlong \(CUNY Graduate Center Office of Career Planning and Professional Development\)](#)

Forum Notifications

You can follow AMAs by email, or by simply visiting the AMA forum repeatedly during the discussion dates. You can change your AMA email notification settings anytime below.

To set your notifications please login. [log in](#)

Not a member of VPHD yet? No problem: [join now](#).

Learn more: <https://versatilephd.com/ask-me-anything-events/>

Learn more about funding your scholarship, creative practice, or special projects at a unique convening – [Strategies for Arts and Humanities Grantseeking: A CUNY Town Hall \[rfcuny.org\]](#) on Thursday, November 15 from 8:45am – 3:00pm in the Elebash Recital Hall at the CUNY Graduate Center. The CUNY arts and humanities community will come together to share stories of successful approaches and troubleshoot obstacles surrounding fundraising in the humanistic and creative fields, with a wide-ranging discussion for faculty of all career stages and graduate students. The *Town Hall* will feature your faculty peers and fundraising experts from across CUNY in panel conversation about their insights and best practices, with audience participation welcome. Two proven themes will focus the dialogue: 1) how partnerships of all shapes and sizes can be leveraged for grant success, and 2) how to seek out and cultivate funding decision-makers, with a deliberate plan for self-advocacy and relationship management. [RSVP now!](#) [[surreyvnw.com](#)]

A light breakfast will begin the day, and complimentary lunch is also provided to attendees. Please direct any questions to appsevents@rfcuny.org. This convening is jointly organized by the CUNY Graduate Center Office of Research & Sponsored Programs, the CUNY Graduate Center Foundation, and Research Foundation CUNY

New York Academy of Sciences Upcoming Events/Webinars:

December 3, 2018 | 1:30 PM - 5:30 PM [FREE FOR MEMBERS!] [[nyas.org](#)]

[Genome Integrity Discussion Group](#) [[nyas.org](#)]

December 4, 2018 | 8:30 AM - 6:30 PM [AVAILABLE VIA WEBINAR!] [[nyas.org](#)]

[Phagocytes in Health and Disease](#) [[nyas.org](#)]

December 6, 2018 | 7:00 PM - 8:30 PM [FREE LIVESTREAM!] [[nyas.org](#)]

[Human Cognition and the AI Revolution](#) [[nyas.org](#)]

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.commons.gc.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 | [@careerplangc](https://twitter.com/careerplangc)