

JOB, Office of Career Planning & Professional Development

OFFICE OF CAREER PLANNING & PROFESSIONAL DEVELOPMENT

Welcome back!

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

Do you have a job search plan?

Meet with Emily Seamone or Don Goldstein soon

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

Come to GC Peer Review!

Peer Review!

Join a small group workshop!
Meet your writing goals!



Tuesdays 6-8pm or Wednesdays 3-5pm
Sign up at tinyurl.com/yaosc6nq
Questions? writinghelp@gc.cuny.edu
GC Room 3300.10



Are you a Student working on an article, dissertation or master's thesis? Do you want more structure for your writing process and feedback on your writing this spring? Are you looking for a friendly, small-group setting to workshop your works in progress? We want you! For our GC Writing Services' Peer Review 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.

Logistics:

- Running
 - Tuesdays, February 5th – March 12th from 6:00 p.m. – 8:00 p.m.
 - Wednesdays, February 6th – March 13th from 3:00 – 5:00 p.m.
- Meetings will be held in room 3317
- We ask that each participant read and respond substantively (~2pgs) to about 20pgs of peer writing each week, and contribute 10 pages for peer critique every third week. Each participant should also plan to be present at each meeting.
- Email writinghelp@gc.cuny.edu with questions
- Sign up [here](#)

Check out our event page <https://careerplan.commons.gc.cuny.edu/events/gc-peer-review-spring-2019>

CP & PD Upcoming Events

Event Name	Date/Time
GC Peer Review! <i>CUNY Graduate Center, room 3317, New York NY</i>	Tuesday, February 5, 2019 - Wednesday, March 13, 2019 All Day
Ask a Career Adviser <i>CUNY Graduate Center, New York NY</i>	Thursday, February 7, 2019 4:00 pm - 5:30 pm
Information Session with the Consulate General of Canada <i>CUNY Graduate Center, room 9204, New York NY</i>	Monday, March 11, 2019 4:00 pm - 6:00 pm
Smart Job Offer Negotiations for Academic and Non-Academic Jobs <i>CUNY Graduate Center, New York NY</i>	Wednesday, March 20, 2019 4:00 pm - 5:30 pm
Improve Your Job Interviewing Skills by Practicing <i>CUNY Graduate Center, New York NY</i>	Wednesday, April 3, 2019 4:00 pm - 5:30 pm

Jobs

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

New jobs in GC Connect

Click below for more details: <https://docs.google.com/document/d/1H3S6rMYzVuz1cHO9JNtkGeNqM8bakra-g9n4U1qu11E/edit?usp=sharing>

Please check GC Connect for more details about this job posting.

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

Business Analyst

Rokt

Copy and paste the Glassdoor.com link below in your browser:

https://www.glassdoor.com/job-listing/business-analyst-rokt-IV_IC1132348_KO0,16_KE17,21.htm?jl=3031865226&utm_source=exactMatch&utm_medium=email&utm_term=&utm_content=exact-match-matchjob&utm_campaign=em-email&ctt=1548169763281

Scientist - Virologist (Job ID# 180912)

Integral Molecular - Philadelphia, PA 19104 (Belmont area)
Copy and paste the Indeed.com link in your browser: <https://www.indeed.com/jobs?q=phd%20biology&l=Pennsylvania&vjk=e35c22930cb013c4>

Postdoc Associate (FCCC)
[Temple University Health System](#) Philadelphia, PA
Copy and paste the Indeed.com link in your browser: <https://www.indeed.com/jobs?q=phd%20biology&l=Pennsylvania&vjk=9b64e5e6036983cf>

Biology Lecturer
Stevens Institute of Technology
Copy and paste the Indeed.com link in your browser:
<https://www.indeed.com/jobs?q=phd%20biology&l=new%20jersey&vjk=807140dca3681f89>

CUNY Career Success Initiatives

Hi Everyone,

Click the links below for new career opportunities from CUNY Career Success Initiatives. There are some opportunities for graduate students.

[Jobs/Internships/Experiential Learning/Events](#)

[Link to view email in web browser \[mailchi.mp\]](#)

[Link to sign-up for Career Opportunities emails \[cuny.us9.list-manage.com\]](#)

Director NYC Department of Correction

The Director of LGBTQ initiatives in the New York City Department of Correction (herein, NYDOC) serving LGBTQ justice-involved individuals shall report directly to the Deputy Commissioner of Programs and Community Relations. The Director provides expert guidance across the Department's jail operations through crafting and implementing service delivery policies and other recommendations to address the specific services needed to provide LGBTQ justice-involved individuals with the programs and services needed to ensure personal success both inside and outside NYDOC. The Tasks and Standards of the Director include, but not limited to:

- Participate in working groups focused on planning and implementing contracted and community-wide services for LGBTQ justice-involved individuals;
- Represent the agency on LGBTQ policy and service implementation issues, crossing Department and community-partnership involved decisions;
- Collaborate with Department Divisions (e.g. custody management) on developing and implementing operational directives applicable to gender identity housing and other relevant issues as needed;
- Ensure LGBTQ justice-involved individuals have access to appropriate services and programming both inside and outside NYDOC correctional facilities;
- Build and maintain relationships with local, state and private organizations to innovate new LGBTQ services and programs both inside and outside a jail setting, including working with partners in the development of reentry and housing focused initiatives;
- Expand relationships with local and state organizations, collaborating around areas of best practices serving LGBTQ justice-involved individuals;
- Lead Department-wide LGBTQ training and coaching initiatives to equip NYDOC staff, contractors, community-based agencies and the Department's volunteer base with the awareness needed to serve the LGBTQ community;
- Collaborate with Department staff to collect administrative and program-related data on LGBTQ young adults and adults;
- Innovate program and service models to address LGBTQ emerging issues;
- Lead and support special projects as required.

Minimum Requirements

Please check GC Connect for more details about this job posting.

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

WORKFORCE QUALITY ASSURANCE MANAGER

New York Department of Small Business

SBS is seeking an experienced professional to join our Quality Management and Control Unit within the Division. The Quality Assurance (QA) Manager plays a key role in identifying both gaps and best practices in the Workforce1 (WF1) service-delivery system and offering data-driven recommendations for improvement. The WF1 system is a network of Centers that provide career services to jobseekers and businesses. This position requires extensive travel via the NYC Subway System.

The ideal candidate will be an innovative and analytical thinker driven by a passion for the continuous improvement of social services. This

candidate needs to possess a background in both quantitative and qualitative research methods and the capacity to create and deliver highly persuasive oral and written presentation of findings to various audiences. The QA Manager role reports to the Director of QA.

Specific Responsibilities:

- Conduct regular site-visits to the WF1 Career Centers to collect rich data on program implementation quality
- Analyze observation data from site-visits in order to identify potential gaps in the WF1 service-delivery model
- Create and deliver high quality oral and written presentations of findings for internal and external stakeholders
- Perform analysis of customer experience survey data
- Complete quarterly audits and reports on WF1 Centers' compliance with Federal and local rules and regulations in various areas, including data quality, language access, and Priority1
- Develop and maintain excellent working relationships with the WF1 Centers' management teams and staff
- Collaborate effectively with other divisional teams to ensure alignment on QA findings and recommendations
- Work closely with the Director of QA to design and refine data collection, analysis, and reporting tools and methodologies (i.e. observation tools, survey instruments, spreadsheets, data dashboards, etc.).
- Assist with other duties related to the work of the unit and division as needed

Please check GC Connect for more details about this job posting.

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

College Persistence Advisor, SEO College Scholars

Opening for a College Persistence Advisor to join SEO College Scholars team.

SUMMARY:

SEO College Scholars is seeking a College Persistence Advisor to join our team. Our team currently supports over 825 students that are attending over 175 colleges across 25 States, with a 90% college graduation rate. We achieve this by providing boot-camp style workshops before students begin college, one-on-one support and academic advising throughout the year, as well as ongoing large-scale career exploration and networking events.

Please check GC Connect for responsibilities and instructions about applying for the job: Log-in <https://bit.ly/2JOjXJP>

Writer-Researcher

Phillips Media Relations

Copy and paste the link below to mediabistro.com/jobs in your browser:

https://www.mediabistro.com/jobs/description/385246/writer-researcher/?bsft_eid=083ae204-2465-4f79-bdad-4282daf49c1d&bsft_pid=4b49b4e3-534c-42d9-ab87-5b4b3c35d51f&utm_campaign=uptake&utm_source=blueshift&utm_medium=email&utm_content=20190123&bsft_clid=fcf67f3c-0e3e-4660-92fd-17b9844fe7b2&bsft_uid=71f2ed0f-2b00-4068-857c-81dacac156f0&bsft_mid=0bfe4e28-1bcc-461e-a934-3c02aeb3cf7c&bsft_pp=1

A volunteer opportunity with Reading Empowers, a non-profit early literacy program. We are looking for volunteers to read to elementary school students and lead literacy activities. The volunteer sessions are Saturday mornings in the Spring and Fall. You can learn more about our organization at www.readingempowers.org

Apply here: <http://www.readingempowers.org/application>

Research & Public Policy Fellow Position Description *The Women's City Club of New York (WCC), established in 1915, is a nonprofit, non-partisan, multi-issue activist organization that is dedicated to improving the quality of life for all New Yorkers. The WCC works to shape public policy in order to promote responsive government through issue analysis, education, advocacy and civic participation.*

Position Description: The part-time Research & Public Policy Fellow works with and reports to the Operations Coordinator to create and implement WCC's agenda for the Citywide Guide to Services and Resources in New York. In addition, the Research & Public Policy Fellow will assist the Manager of Policy & Programs with policy, advocacy, and programming work related to WCC's new strategic plan.

Click on the link below for more details:

<https://docs.google.com/document/d/1tH864jrTHzCNhCSjAQQ7m2CnR1AXKLNg7aX-f9-EEJo/edit?usp=sharing>

Opportunities at Google

[Check here for details.](#)

A part-time job

This is a 2-day job that will pay \$16 an hour. Up to \$336 for 21 hours of work. We are seeking bilingual individuals (not necessarily professional interpreters) who can fluently speak:

- Russian and English or
- Haitian Creole and English or
- Polish and English or
- Greek and English or
- Yiddish and English

Candidates should be willing to work 17 hours on Election Day on February 26th (5am – 10pm) to help limited English proficient voters by answering questions, orally translating written materials, and accompanying them inside the poll site to assist them during the voting process. Candidates should be prepared to work outdoors, rain or shine. The goal of this poll site interpretation project is to increase voting access for limited English proficient voters. Selected candidates will help support this effort by providing assistance to voters on Tuesday February, 26 for the special election for Public Advocate. You will attend a paid four-hour training prior to Election Day. You will work up to 17 hours on Election Day, outside your assigned poll site.

After Election Day, you will complete a brief survey. Candidates will be selected and hired by Langalo, Inc. If you are interested in this exciting opportunity, please fill in the form below and attach your resume. We will contact you to schedule a phone interview.

To apply please go to www.langalo.com/helpnycvote (langalo.com)

[helpnycvote | LANGALO \[lanqalo.com\]](http://helpnycvote.lanqalo.com)

www.lanqalo.com

This is a 2-day job that will pay \$16 an hour. Up to \$336 for 21 hours of work. We are seeking bilingual individuals (not necessarily professional interpreters) who can fluently speak.

Investigator Intern Program for Undergraduates or Graduate Students
NYC Department of Investigation's Office of the Inspector General for the NYPD
(Summer 2019 (June through August))
Click on the link for more details:

<https://drive.google.com/file/d/0B4kUSP8db2HfdmxQVC1hN0RaTkZkOHGxaFg5dTgtbjFIVC1V/view?usp=sharing>

Canada/USA Mathcamp is looking for graduate students as leaders for its summer 2019 session.

- When: June 19 to August 1, 2019
- Where: Lewis & Clark College, Portland, OR
- Compensation: \$4,000 stipend plus room and board for six weeks, and travel expenses
- Application Deadline: February 15, 2019
- Details and online application: <http://www.mathcamp.org/mentor/> [mathcamp.org]

[Please click here for more details.](#)

YMCA Jobs

Click the link below for six YMCA opportunities:

<https://docs.google.com/document/d/16-nEdhshy9htvoQNVtjwORR5wTcFRuiVi9905RLz528/edit?usp=sharing>

Other Events

<https://www.cs.ny.gov/pco/> [cs.ny.gov]

The Professional Careers Opportunities (PCO) examination is one exam that is used by state agencies to fill more than 100 different entry-level professional job types across a wide range of disciplines - including health and human services, environmental conservation, human resources, administrative analysis, and transportation.

Job seekers with a bachelor's degree* from a qualifying institution can take the PCO examination to be considered for employment with New York State government. The next PCO examination is scheduled for April 6, 7, and 13, 2019.

The deadline to apply for the 2019 PCO examination is February 20, 2019.

For additional details about the examination, watch the [PCO Introduction Video \[youtube.com\]](#).

*If you expect to meet the educational requirements by September 1, 2020, you can be admitted to the written test - see the [PCO examination announcement \[cs.ny.gov\]](#) for details.

<https://www.cs.ny.gov/pco/faq.cfm> [cs.ny.gov]

Q. What is the Professional Career Opportunities Exam?

A. The Professional Career Opportunities (PCO) exam provides college juniors, seniors, and graduates an opportunity to compete for professional positions in various state agencies with New York State government.

The PCO exam consists of a written test and an optional online education and experience questionnaire. Candidates must pass the PCO written test in order to be considered for appointment. More than 50 Generalist Job Titles filled from this examination will be filled using only your score of 70 or higher from the PCO written test. Select Job Titles require specialized education and experience and are filled using a process called selective certification.

Happy New Year from Google!

We're kicking off 2019 with a lot of exciting opportunities for your campuses and students.

Get a glimpse into software engineering at Google during [Hash Code \[g.co\]](#), a team programming competition that tasks developers with solving a Google engineering problem. To make the competition even more exciting, individuals on campus can volunteer to host a [hub \[codingcompetitions.withgoogle.com\]](#) to bring teams from your University together to compete in the Online Qualification Round side-by-side.

This would be an interesting event for a student group leader or academic professional on campus to run, so wanted to pass on details for you to share as relevant. Anyone interested can check out the [Hash Code website \[codingcompetitions.withgoogle.com\]](#) to learn more about [organizing a hub \[codingcompetitions.withgoogle.com\]](#), including how to apply [[hub application form \[events.withgoogle.com\]](#)].

Google Office Spotlight: Waterloo, Canada

Evening in late January. Exact date TBD - look for calendar invite coming soon

Join to learn more about our Google office in Waterloo, CA! We'll have Googlers talk about their day to day and what opportunities we have available. No need to be a Canadian local, students globally are encouraged to tune in.

Beyond Software Engineer: Additional Technical Opportunities at Google

Wed, Feb 6th, 6p.m. PST, 8:00pm CT, 9p.m. EST

You know that Google hires Software engineers, but what other full time opportunities exist for students interested in a technical career? Join as Googlers cover internship and full time opportunities, who is eligible to apply, and important application deadlines to be aware of.

Team up to tackle a Google engineering challenge in Hash Code 2019.

Think you could optimize the layout of a Google Data Center? Or how about routing Loon balloons to provide internet coverage to users around the world?

Step into the shoes of a Google engineer during [Hash Code 2019 \[codingcompetitions.withgoogle.com\]](https://codingcompetitions.withgoogle.com), our flagship team coding competition that challenges developers to solve a Google engineering problem.

This year's contest kicks off with an **Online Qualification Round on Thursday, February 28th from 17:30 to 21:30 UTC**. Top teams from this round will be invited to Google Ireland on April 27th to compete for the title of Hash Code 2019 Champion and cash prizes up to \$4,000 per person.

Looking to develop your programming skills, learn more about software engineering at Google, and have some fun? **Register today** -> [g.co/hashcode \[codingcompetitions.withgoogle.com\]](https://g.co/hashcode)

Questions? Email hashcode@google.com or check out [our Facebook group](#).

Dear Science Alliance Partner,

Happy New Year! We have an exciting year of Professional Development programming planned for 2019, and hope to see strong participation from your STEM faculty, postdoc, and student communities. Here are a few highlights...

Webinars and Digital Content

- On **Tuesday, February 5th**, we welcome Dr. Rebecca Nebel, Director of Scientific Programs at the Society for Women's Health Research, for a Webinar on [Using Informational Interviews to Find Your Dream Job \[nyas.org\]](#). Informational interviews are a valuable networking tool for any step along a career path. This Webinar is ideal for undergraduates, grad students, postdocs, or anyone looking to make a career move.
- On **Monday, February 11th**, Dr. Josh Henkin of STEM Career Services will lead a workshop on how to [Build your All Star Resume and LinkedIn Profile \[nyas.org\]](#). This event—*available via Webinar and in person*—will provide clear direction and advice from the perspective of a PhD hiring manager. Participants will learn how to separate themselves from the masses applying for desirable positions, and start getting interviews.
- **Friday, March 8th**, we'll host an expert panel highlighting opportunities available to scientists who are [Thinking About Teaching \[nyas.org\]](#). Available via Webinar, the event *also includes a networking reception for those who register to attend in person*. Individuals interested in this topic may also wish to register for our asynchronous [Scientists Teaching Science Online Course \[nyas.org\]](#), which will run **June 3rd to August 5th**.
- On **Wednesday March 20th** we'll present [Grantsmanship for Students and Postdocs: Pathways to Individual Fellowship \[nyas.org\]](#), a seminar focused on best practices for effective grant writing, specifically applied to individual pre-doctoral and post-doctoral fellowship applications in the biomedical fields. *The seminar is available to both Webinar and in-person attendees.*

In-Person-Only Events, and Other Opportunities

- Grad students (2nd year and beyond) pursuing a STEM PhD in the New York Metropolitan area are encouraged to apply for our transformative [Science Alliance Leadership Training \(SALT\) \[nyas.org\]](#). This intensive 5-day program provides thirty exceptional students with the opportunity to immerse themselves in leadership concepts, and build the skills they'll need to effectively advocate for their career. **Deadline to apply: February 15th**.
- There are still a few slots left for [Introductory Coding for Researchers \[nyas.org\]](#), taking place at the Academy from **January 26 to 27**. This weekend workshop, facilitated by Software Carpentry, teaches scientists and researchers the basic computing skills that will help them analyze large scale data sets, and get more done in less time.

Although Academy Members enjoy registration discounts of 50% or more, Science Alliance events are available to non-Members as well, so please feel free to share these opportunities with any who may be interested. We welcome your feedback and questions: you can reach me at mceres@nyas.org, or Science Alliance Associate Director Alejandro de la Puente at apunte@nyas.org. We look forward to hearing from you, and thank you—as always—for your Membership and support to Science Alliance.

Margaret Ceres

Membership Department

The New York Academy of Sciences

Social Impact Career Fair

Friday, February 15th 2019

Baruch College

Please register to attend:

https://urldefense.proofpoint.com/v2/url?u=https-3A_tinyurl.com_StudentReg-2DMarxeCareerFair19&d=DwMGaQ&c=8v77JlHZOYsReeOxyYXDU39VUUzHxyfBUh7fw_ZfBDA&r=waK2y1XT6DiCl_eTRy1xwCupNCT-xjHAaqU6KJm6g1l&m=B4YD4xpRXHBUHw7A810A1huGb2p5r8LMGzraNnpRGmQ&s=Hf7dN8AM7FRWzrQ9p_Xq7BpH-BH90_DTYNusrVgUAhE&e=

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