JOBS, Office of Career Planning & Professional Development

OFFICE OF CAREER PLANNING & PROFESSIONAL DEVELOPMENT

Making an Appointment

Current CUNY 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 CUNY 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 hours

We also have walk-in hours on the following days:

- **Mondays from 12:00 - 2:00 pm**
- **Wednesdays from 4:00 - 6:00 pm**

Job search process and timeline

Meet with Emily Seamone or Don Goldstein soon

https://careerplancommons.gc.cuny.edu/about/people

CP&PD Upcoming Events

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ask a Career Adviser</td>
<td>Thursday, February 7, 2019 4:00 pm - 5:30 pm</td>
</tr>
<tr>
<td>Smart Job Offer Presentations for Academic and Non-Academic Jobs</td>
<td>Wednesday, March 20, 2019 4:00 pm - 5:30 pm</td>
</tr>
<tr>
<td>Improve Your Job Interviewing Skills by Practicing</td>
<td>Wednesday, April 3, 2019 4:00 pm - 5:30 pm</td>
</tr>
</tbody>
</table>

Jobs

Employers are posting new jobs in GC Connect, our job database. Please email careerplan@gc.cuny.edu about your GC Connect account.

Avanade - Data Engineer Intern

During our 10-week internship program, you will have the opportunity to experience our culture, build your network and apply your education, while gaining real-world experience. You’ll spend your summer taking on a variety of roles with some fun along the way. The experience only lasts the summer, but will open up a lifetime of opportunity.

Responsibilities may include:

- Plan and deliver data warehouse and storage architectures
- Support planning and implementation of data storage solutions, providing sizing and configuration assistance and performing needs assessments
- Develop and manage data warehouse schematics, logical architecture and regional databases for data storage and data mining
- Deliver data to end users using Microsoft SQL Server Reporting Services (SSRS), Microsoft Excel, PowerPoint and Microsoft SharePoint Performance Point
- Customize data storage and extraction, data mining, database architecture, metadata and repository creation

Requirements:

- Computer Science major
- Strong SQL skills
- Experience with PowerBI and Power Query

Position Details:

- Full-time!
- Start Date: July 22, 2019
- Duration: 10-week summer internship
- Hours: 20 hours/week, $34.87/hour
- Pay: $34.87/hour
- Location: New York City

To apply, submit a cover letter, CV, and representative samples of your digital work to OpenLab Co-Directors Jill Rosen (jmrosen@citytech.cuny.edu) and Judy R. Rosen (jmrosen@citytech.cuny.edu). Please note your anticipated graduation date, and any current and planned employments within the CUNY system or for the Research Foundation of CUNY.
2019-2020 Fellowship Opportunity

Good news! The Futures Initiative is seeking a Graduate Center doctorate student in any field for a 2019-2020 fellowship.

Applications are due February 8, 2019.

Click on the link here for more details.

Check out the Alaska Sea Grant Fellowship if you are adventurous.

ASG State Fellowship Program

Alaska Sea Grant is now accepting applications for its State Fellowship Program. The ASG State Fellowship Program is a unique professional opportunity for soon-to-graduate or recently graduated graduate students interested in the science and policy needed to keep our marine resources healthy.

Click here for more details:
https://docs.google.com/document/d/1OJufXf4eRk76uta5Bw2F7ZGvOAOFxKdQmQ2v1TPDM/gA?usp=sharing

Postgraduate Research Opportunity in Parasitology and Bioinformatics with the Agricultural Research Service (ARS)

A postdoctoral research opportunity is available with the U.S. Department of Agriculture (USDA) Agricultural Research Service (ARS), Beltsville Agricultural Research Center (BARC), Animal Parasitic Diseases Laboratory (APDL) in Beltsville, Maryland.

Click here for more details:
https://docs.google.com/document/d/1D0u6ChEvE0maF6x54HY2YbYvAFxKd2mOqKry7PDM/gA?usp=sharing

U.S. Department of Energy (DOE) Fusion Energy Sciences Postdoctoral Research Program

Application Deadline: January 31, 2019, 4:00PM ET

The U.S. Department of Energy (DOE) Fusion Energy Sciences Postdoctoral Research Program is now accepting applications. This program offers recent doctoral degree recipients the opportunity to conduct research in DOE’s fusion energy research and development programs. Participants acquire experience and training in areas of fusion energy science, interact with outstanding scientists and engineers, and have access to advanced equipment and facilities. Appointments are made to a wide range of Fusion energy centers. U.S. citizenship or LPR status is required.

For more information, visit http://www.srs.gov/Postdoc-Outside/ SRS.post or contact fusion@SRS.gov

Internship

Johnson & Johnson - Procurement Leadership Dev Prog

Passed by Way-Up

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

PRESIDENTIAL ASSOCIATE PROGRAM

The American University in Cairo

The Program:

Established in 1991, the Presidential Associate Program at The American University in Cairo (AUC) provides recent university graduates the opportunity to spend a full calendar year working at the highest levels of an international university. They will have the opportunity to learn Arabic, participate in community service, network with experts in the MENA region, and experience life in Egypt. This program provides recent graduates the unique opportunity to begin their professional careers while abroad.

Click below for more details:
https://docs.google.com/document/d/1bYmEeWxkWh0lu34nx1Hx559SA-dH57/uc?usp=sharing

Quality Assurance Manager (3 vacancies)

Workforce Development Division at the New York City Department of Small Business Services (SBS)

The Quality Assurance team in the Workforce Development Division at the New York City Department of Small Business Services (SBS) is looking to fill the role of Quality Assurance Manager. (3 vacancies)

The Quality Assurance (QA) Manager plays a key role in identifying both gaps and best practices in the WorkSource1 (WF1) service-delivery system and offering data-driven recommendations for improvement.

The New York City EIF System is part of a Nationwide network of American Job Centers that provide jobseekers and businesses across the City. This Experienced/Lever/First level Management position requires regular travel via mass transit to the various Centers.

The ideal candidate will be an innovative and analytical thinker driven by a passion for continuous improvement of social services and improved employment outcomes for New Yorkers.

Some critical skills that a successful candidate should possess are:

i. Advanced Microsoft Excel skills (e.g., experience developing interactive dashboards, writing macros, statistical analysis, and the ability to parse large datasets).

ii. Data collection and analysis experience that has led to recommendations for process improvements.

iii. Experience presenting analytic findings to internal and external stakeholders.

If you’re interested, please see the attached link in order to apply:

and/or send a resume and cover letter to:
Musafir Jean Baptiste
Director, Policy Compliance and Quality Assurance
Quality Management & Control
NYC Department of Small Business Services
121 Water St 6th Floor
New York, NY 10038
mbaptiste@nyc.gov

The WorkSource1 Data Management & Reporting Manager is a critical role in helping our programs understand and act on the wealth of information that programs generate. WorkSource1 is a custom-built (webbased and job order enterprise tracking system that supports critical functions for and collects performance data from the WorkSource1 Career Center system. SBS seeks to improve its capacity to use WorkSource1 in a variety of ways, from enhancing its functionality and data integrity to improving SBS’ capacity to report—and act upon—WorkSource1 data in a meaningful and proactive way.

The ideal candidate will be an innovative and analytical thinker driven by a passion for continuous improvement of social services. This candidate will conduct regular reporting and analysis on WorkSource1 data and participate in a variety of initiatives to improve WorkSource1’s functionality and data.

Some critical skills that a successful candidate should possess are:

• Experience working with MS Access databases and other relational databases, including SQL query writing and statistical analysis (using applications such as SPSS, R, etc.).

• Timely and problem-solving skills, particularly around parsing customer demographics and program outcomes.

• Ability to concisely articulate complex findings to senior stakeholders.

If you’re interested, please see the attached link in order to apply:

and/or send a resume and cover letter to:
William F. Hager, MPH | Executive Director | WorkSource1 and Quality Assurance
T 718.618.6725 | E whager@nyc.gov
NYC Department of Small Business Services, Workforce Development Division

Computational Science and Technology Advanced Research Studies (C-STARs) at Oak Ridge National Laboratory

Attr: Computational experienced Master’s student, recent Master’s graduates, and PhD students

Graduate research opportunities are available at Oak Ridge National Laboratory (ORNL) in Oak Ridge, Tennessee, through the Computational Science and Technology Advanced Research Studies (C-STARs) program. C-STARs participants conduct challenging computational research in areas that support ORNL missions, with current openings in software engineering, geographic information systems, and life and medical science databases research.

Click here for more details.

Postdoctoral Associate University of California, San Francisco

Postdoctoral Fellowship in Mechanisms of Retinal Degenerations at UCSF

Description: The Department of Ophthalmology at the UCSF School of Medicine is recruiting a highly motivated and creative scientist to join our group as a postdoctoral associate to investigate pathophysiological mechanisms in age-related and inherited retinal degenerations. The candidate will join a dynamic and collaborative research team that offers exceptional training in retinal cell biology, retinal degenerations, high-speed and super-resolution imaging, and neuroimaging.

Click on the link for more details:
https://docs.google.com/document/d/1u4k3FC-04b3X24e548oDq4HY2YbYvAFxKd2mOqKry7PDM/gA?usp=sharing

Resilience Intern for Spring 2019 (2 positions posted)

Women’s Refugee Commission

For more details about this job posting, go to:
https://bit.ly/2K6s0ZR
Experience:
Parity Partners
Flexible, Willing
Bilingual
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Knowledge
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- Essential works
  - Safe
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See

- Department of Corrections
- Please
Rockfeld Investments (Rockfeld Group)
https://www.rfcuny.org/Careers/

- Google
- Indeed.com link:
  - Montefiore
New York
Data Science
https://www.google.com/search?q=PHD&ibp=htl;jobs#fpstate=tldetail&htidocid=j07opLkDUW8m6v6FAAAAAA%3D%3D&htivrt=jobs

- Copy and paste the following link in your browser:
  - Marsh & McLennan
Salary: $73,305 - $84,301
NYC Department of Finance
Policy Data Analysis
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**FELLOWSHIP**

New York Community Trust is offering three fellowships for full-time graduate students.

**FELLOWSHIP ELIGIBILITY AND DETAILS**

- Applicants must be offering their last year of a full-time graduate program and scheduled to graduate in May 2020.
- Applicants must have existing authorization to work in the United States.
- This is a temporary and time-limited fellowship. It starts in May 2019 and ends in May 2020. Fellows must commit to the entire period.
- Fellows work 35 hours a week between May 2019 and August 2019 and 15 to 20 hours a week between September 2019 and May 2020.
- The fellowship pays $21 an hour (no fringe benefits).
- Fellows must remain enrolled as full-time graduate students for the entire fellowship.
- Fellows’ field of graduate study must match any aspect of the fellowship.
- Fellows are interested in learning experiences that complement Fellows’ study.
- This is not an entry-level position at The Trust or intended to lead to one.
- Fellows work under the supervision of program officers for each area.

**Click here for more details.**

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**Social Impact Career Fair**

**Click here for more information.**

**Associate, Digital Marketing Associates**

**See Philanthropy News Digest link below:**

- [Click to see Philanthropy News Digest](https://docs.google.com/document/d/1ADy870kly4Q7YhVZd67/fqOJ591ZtU97je4dF1c1TF7jP9gB8Tih8Y/edit?usp=sharing)

**Biostatistics and Data Analytics Fellowship with the U.S. Food and Drug Administration (FDA)**

- [Click on the link for more details](https://docs.google.com/document/d/1ADy870kly4Q7YhVZd67/fqOJ591ZtU97je4dF1c1TF7jP9gB8Tih8Y/edit?usp=sharing)

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**CUNY POSTING**

Program: The Incubator is an intensive 8-week fellowship that prepares master students, PhDs, and postdocs in STEM and social science fields seeking industry careers as data scientists. The program is free for Fellows and supported by sponsorships from hundreds of employers across multiple industries. In response to the overwhelming interest in our earlier sessions, we will be holding another fellowship.

**Click here for more information.**

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**Other Events**

- **Social Impact Career Fair**
  - **Friday, February 15th 2019**
  - Confirmed Employers to date:
    - Ad Council
    - City University of New York
    - Crewdson Foreign Relations
    - Earthjustice
    - HR
    - National Geographic
    - HR
    - NYU McCourt School of Education
    - HRF
    - A Public Health Internship Program/NYU Department of Health and Mental Health
    - Mayor’s Office of Contract Services
    - Metro NY & Southern CT Higher Education Recruitment Consortium (MNYSC HERC)
    - New Visions for Public Schools
    - New York City Department of Correction

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**Lamont – Doherty Earth Observatory of Columbia University**

**Staff Associate**

**Lamont – Doherty Earth Observatory of Columbia University**

**Click here for details.**

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**City Parks Foundation**

**Manager of Special Events and Individual Giving**

**Copy and paste the Indeed.com link in your browser:**

- [Click to view job posting](https://www.indeed.com/viewjob?CityParksFoundation%3AManagerOfSpecialEventsAndIndividualGiving%20-%20New%20York%2C%20NY&nOC%2B%26%23039%3B%20NYC%2B%26%23039%3B%20United%20States&stfr%2B%26%23039%3B%20Baruch%2B%26%23039%3B%20College%20of%20Columbia%20University&ss%2B%26%23039%3B%20all%2B%26%23039%3B%20City%2B%26%23039%3B%20Parks%2B%26%23039%3B%20Foundation%20-%20Manager%20of%20Special%2B%26%23039%3B%20Events%20and%20Individual%20Giving&tk=1d0fa72sd3hdd807&from=ja&alid=5743a8bae4b00f6d0c19d8bd&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1d0fa72sd3hdd807)
New York City Economic Development Corporation  
New York City Emergency Management  
New York State Department of Civil Service  
New York State Division of the Budget  
NYS Education Department  
NYS Office of the Mayor  
NYS Service  
Philanthropy New York  
The Children’s Village  
The Synergos Institute  
Uncommont Schools  
UNICEF USA  
University Settlement / The Door  
US Department of Labor / OASAM  

And more to come!

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-xjhAAqU6KJm6g1I&m=B4YD4xpRXHBuHw7A810A1huGb2p5r8LMGzraNnpRGmQ&s=Hf7dN8AM7FRWZrQ9p_Xq7BpH-BH90_DTYNusrVgUAhE&e

The HACU National Internship (HNIP)
HACU internships: https://www.hacu.net/hacu/hnip.asp

Here are some upcoming webinars for students and staff:

Jan. 16 - Free Webinar | 3:00 – 4:00 p.m. CST | Gaining career experience with a HACU paid internship

Jan. 18 - Free Webinar | 3:00 – 4:00 p.m. CST | Navigating the HACU Online Application

Stay connected with Accenture Career blogs and internships
Sign-up for their newsletter.
www.accenture.com

Please share this information with anyone in your network who would like to post jobs.

Thank you.

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

365 Fifth Avenue | New York, NY 10016 | Room 3500.08 | P: 212-817-7425 | careerplan@gc.cuny.edu | @careerplangc