

JOB, 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

Do you have a job search plan?

Meet with Emily Seamone or Don Goldstein soon

<https://careerplan.commonsgc.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

OFFICE OF CAREER PLANNING & PROFESSIONAL DEVELOPMENT

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.commonsgc.cuny.edu/events/gc-peer-review-spring-2019>

CP & PD Upcoming Events

Next week

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Ask a Career Adviser

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Thursday, February 7, 2019 at 4:00 pm

Students are sometimes embarrassed to ask job search and career related questions because they think they should already know all the answers. However, when it comes to the job search, information can be hard to find and ever-changing.

In this far-reaching, open-ended session, you can ask anything at all about CV's, resumes, cover letters, job applications, networking, LinkedIn, interviewing, negotiating, or any other job-related issue. Wherever you're at in the job search process, we're ready to answer your questions.

Please RSVP Soon

Please fill out our [event registration form](#) to let us know you're coming.

CompuForce Information Session**Date/Time**

Date(s) - Monday, February 11, 2019

5:00 pm - 6:30 pm

Location

[CUNY Graduate Center, room 9206](#)

About CompuForce

For over twenty years CompuForce has been a leader in providing information technology solutions. [CompuForce](#) helps place recent graduates in IT jobs ranging from software development to data science, machine learning, business analysis, project management, and cybersecurity.

Why You Should Come

In this info session, representatives from CompuForce will discuss opportunities for current GC students and recent grads to get hired via paid internships as well as part-time and full-time jobs at CompuForce's stable of partner startups across NYC. Come expand your professional horizons and discover what CompuForce can do for your career.

Who should attend: students with skills in R, Python, or other coding languages who are interested in paid opportunities to apply their skills at startups in the NYC area.

Please RSVP

Please fill out our [event registration form \[goo.gl\]](#) if you plan to attend.

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

Jobs**New jobs in GC Connect**

Click on the link below:

https://docs.google.com/spreadsheets/d/1HMH74uGn8jFYnNeOOSesdoNcCdFAMg3ywg_vKIAOpwKM/edit?usp=sharing

Please check GC Connect for more details about the jobs posted.

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

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

Science Writing Associate

The New York Academy of Science

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

<https://www.indeed.com/jobs?q=phd&l=New%20York%2C%20NY&start=30&vjk=92e7fe004804466f>

Research Analyst

Insider Inc.

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

<https://www.indeed.com/q-Market-Research-Analyst-l-New-York,-NY-jobs.html?vjk=6b1fa9cf1789eff2>

Senior/Principal Researcher, Human Capital

The Conference Board

New York, NY

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

<https://www.indeed.com/jobs?q=phd&l=New%20York%2C%20NY&start=40&vjk=e2b839b939a51350>

Assistant Editor

Meredith

Copy and paste the mediabistro.com link in your browser:

https://www.mediabistro.com/jobs/description/385739/assistant-editor/?bsft_eid=05df0d4a-aa3c-737e-e8c8-467c0e75aa24&bsft_pid=9cc3fee7-c035-4531-a90b-1585ea62b972&utm_campaign=recommended-jobs-weekly&utm_source=blueshift&utm_medium=email&utm_content=recommended_jobs_weekly&bsft_clkid=5ee2e5c0-4654-482c-b589-f31a07dc2e9e&bsft_uid=71f2ed0f-2b00-4068-857c-81daca156f0&bsft_mid=01038f53-29a7-429a-8089-6432eee24872&bsft_pp=4

Grant Management Intern

Citizen Committee for NYC, Inc.

Copy and paste the Idealist.org link below in your browser:

<https://www.idealists.org/en/nonprofit-internship/5ef85da9d72746d29dda69e3945a37d2-grant-management-intern-citizens-committee-for-new-york-city-inc-new-york>

Housing Finance & Policy Intern

Corporation for Supportive Housing

Copy and paste the Idealist.org link below in your browser:

<https://www.idealists.org/en/nonprofit-internship/05df049b6ccc4ab5be321609faa91956-housing-finance-and-policy-intern-corporation-for-supportive-housing-new-york>

Educational Outreach and Digital Media Internship

DreamWakers

Copy and paste the Idealist.org link below in your browser:

<https://www.idealists.org/en/nonprofit-internship/a7a7fecbd1c64812b4fd7045d9dc0e9b-education-outreach-digital-media-intern-dreamwakers-new-york>

See more Internships at Idealist.org

<https://www.idealists.org/en/?type=JOB>

Senior Business Analyst – Data Science

Medidata Solutions

https://www.glassdoor.com/job-listing/senior-business-analyst-data-science-medidata-solutions-IV_IC1132348_KO036_KE37.55.htm?jl=3072876446&utm_source=exactMatch&utm_medium=email&utm_term=&utm_content=exact-match-matchjob-seedetails&utm_campaign=em-email&ctt=1548951696365

CUNY Career Success Initiatives

Hi Everyone,

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

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

Click below for more information:

<https://drive.google.com/file/d/0B4kUSP8db2HfUXRyTnZwR0JKOHA3S0NWWYVp4dTNXQjVDN1hz/view?usp=sharing>

Intern

The Office of New York City Council Member I. Daneek Miller is seeking to hire an intern to support the operations of the Member's Legislative Office.

The intern would report to the Legislative Office at 250 Broadway, and work primarily at the direction of the Member's Legislative Director.

Duties shall include but not be limited to the following: attending relevant committee meetings and policy briefings, conducting research, preparing briefing papers and memos, and staffing the Member.

Internship is unpaid. Schedule is flexible.

For more information, please contact Brandon Clarke at (212) 788-7084, (646) 300-2944, or bclarke@council.nyc.gov.

Applicants should submit a cover letter, resume, and at least one writing sample.

Jobs

Innovation for Poverty

Copy and paste the link below in your browser:

<https://www.poverty-action.org/work-with-ipa/current-opportunities>

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/2JQXJIP>.

Office of NYS Senator Gustavo Rivera

Internship

Click on the link below for more details:

<https://drive.google.com/file/d/0B4kUSP8db2HFYtC2bHhOWkNQcDd3NmRwUWJINzd0bTNaehYw/view?usp=sharing>

Community Affairs & Constituent Services Internship

Click on the link below for more details:

https://docs.google.com/document/d/1rfGk8gmeYIH3dpvoOcvBc6XNxu9ZgRQp2N_XSyM8CUw/edit?usp=sharing

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 [[readingempowers.org](http://www.readingempowers.org)]
Apply here: <http://www.readingempowers.org/application> [[readingempowers.org](http://www.readingempowers.org)]

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/1tH864jrTHzCNhCSjAQQ7m2CnR1AXKLNg7aXf9-EEJo/edit?usp=sharing>

Public Policy Fellowship

Click on the link below:

<https://philanthropynewyork.org/public-policy-fellowship>

Sloan Program Assistant (P/T)

Junior Faculty research Award in Science & Engineering (JFRASE)

CUNY Summer Undergraduate Research Program (CSURP)

Click on the link below for more information:

<https://drive.google.com/file/d/0B4kUSP8db2HfTnhyatnNE1Xc3dsa1h5SVNEcDVRbXdtTU1Z/view?usp=sharing>

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/0B4kUSP8db2HfTnhyatnNE1Xc3dsa1h5SVNEcDVRbXdtTU1Z/view?usp=sharing>

Post-Doctoral Position

[University of California, San Francisco \[ucsf.edu\]](http://www.msg.ucsf.edu)

A post-doctoral position is available in the laboratory of Prof. Robert Stroud at the Mission Bay campus of the University of California, San Francisco (UCSF). (<http://www.msg.ucsf.edu/stroud/index.htm> [[msg.ucsf.edu](http://www.msg.ucsf.edu)]).

Research is focused on the mechanisms of transmembrane processes, and particularly in this position in HIV accessory proteins and regulatory complexes (<https://harc.ucsf.edu/> [harc.ucsf.edu]), and in *Mycobacterium tuberculosis* and the structures of molecular complexes using Cryo Electron Microscopy, X-ray diffraction as inroads to defining function,

assembly of complexes. This also involves expression and purification of membrane proteins often in complex with other proteins, use of detergents, and nanodiscs.

Experience in any of these areas is an advantage. First rate facilities are available in a highly cooperative environment. NRSA postdoctoral stipend levels+benefits. If interested, please send a brief cover letter, CV and contact information for three persons who might provide references to stroud@msg.ucsf.edu

stroud@msg.ucsf.edu
<http://www.msg.ucsf.edu/stroud/index.htm> [msg.ucsf.edu]

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-nEdhshy9htvoQNVtjwQRR5wTcFRuiVj990SRLz528/edit?usp=sharing>

FASTENAL Careers

Click on the link below:

<https://drive.google.com/file/d/0B4kUSP8db2HfamZXdERmUFZCQ2IzVzVvUmUzVINrX3FkX1RZ/view?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.

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-2DMarxCareerFair19&d=DwMGAQ&c=8v7ZJHZOYsReeOxyYXDU39VUuzHxyfBUh7fw_ZfBDA&r=waK2y1XT6DiCl_eTRy1xwCupNCT-xjhAAqU6KIm6g1I&m=B4YD4xpRXHBUHw7A810A1huGb2p5r8LMGzraNnpRGMQ&s=Hf7dN8AM7FRWzrQ9p_Xq78pB-H90_DTYNusrVgUUhE&e=

Note: The employer list will be updated.

NYC Mayor's Office Information Session

Click on the link for details:

<https://docs.google.com/forms/d/e/1FAIpQLSf24hwzLVjjMxrv-iThjwF2VcwLmFwiz3Jjpt8568d5-mquKw/viewform>

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](#)