

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

Find your professional fit

Meet with Emily Seamone or Don Goldstein soon

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

The office is closed on

Monday, February 18th for Presidents' Day

Writing Services

It's time to schedule an appointment with our graduate writing consultants. Sign up [here](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.

CP & PD Upcoming Events

Careers in Nonprofit Development

As you look beyond the GC, why should you consider taking a job--and starting a career--in fundraising? Because, in fundraising (a.k.a. "advancement" and "development"), you

- Powerfully advance the mission of a non-profit
- Engage donors with a cause
- Focus the aims of a purpose-driven organization by sharpening its pitch
- Employ the research, writing, communication, interpersonal, and even teaching skills that you honed at the GC
- Enter into a field meant to grow 15% in the next ten years--much faster than the average occupation
- Work in one of the best-compensated areas of the non-profit world

At our Careers in Nonprofit Development event, a panel of GC alumni will discuss both how they moved from the Graduate Center into careers in fundraising and the field's benefits. Our panelists include

- [Katya Iliina](#) (PhD, German), Director of Development Operations, Yale School of Management
- [Brooke Bryant](#) (PhD, Musicology), Director of Development, Kaufman Music Center
- [Timothy Wilson](#) (carnegiehall.org) (MPhil, French), Manager of Foundation Relations, The Carnegie Hall Corporation

Please come--to learn about a career in nonprofit development!

The event takes place on Thursday, February 21st from 6-8pm in Graduate Center Room 9205.

Please tell us you are coming: RSVP [here](#).

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

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

New jobs in GC Connect

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

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

Nasdaq - Spring and Summer Tax Dept Intern (Via WayUp)

We are looking for an accounting student to help out the tax group during our compliance season which will run from March 1 through the end of the summer. The role will require good computer skills, particularly Excel and Word. We use a 3rd party tax software for the preparation of tax returns, we will train the intern in its use so they can assist the team with the preparation of returns. In addition to computer work, this role will also require the review of incoming mail, copying, and filing. It is a hands on position with significant interaction with all members of the tax team.

Please check GC Connect for more details.

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

Business/Data Analyst Intern-Coop-Boston

IBM
Copy and paste the Glassdoor.com link in your browser:
https://www.glassdoor.com/job-listing/business-data-analyst-intern-coop-boston-ibm-iv-ic1132348_KO0_40_KE41_44.htm?l=3028145988&utm_source=jobactivity&utm_medium=email&utm_term=&utm_content=jas-recentjobs-1&utm_campaign=jas&ct=1550157361886

Executive Director
Bibliographical Society of America

An interesting introduction to the work of a small scholarly organization.

The Bibliographical Society of America seeks an organized, energetic, and detail oriented individual to assist the Executive Director with administrative tasks on a part time basis. The Executive Director is based in Greenpoint, Brooklyn. The administrative assistant will work remotely 50% of the time, and in the Brooklyn office 50% of the time.

Principal Responsibilities:

- Filing and general maintenance of paper and digital records of the Bibliographical Society of America
- Maintaining membership records and email distribution lists in our cloud based membership management system, MemberPlanet
- Processing physical and electronic mailings to BSA membership
- Assisting the Executive Director in monitoring the Society's general email address and responding to member inquiries
- Assisting the Executive Director in planning Council meetings (January, May, and November) and the Annual Meeting (January)
- Other duties as assigned

Required qualifications:

- Minimum high school diploma
- Excellent oral and written communication and time management skills
- Strong attention to detail and steady work ethic
- Proficiency with MS Office Suite and Google Applications (Drive, Docs, Sheets, Gmail)
- Access to a personal computer (PC or Mac OK), stable internet connection, and telephone
- Personal or professional interests in and commitment to the BSA's mission and values

Compensation & Time Commitment

\$18/hour, 5 hours weekly. This commitment can be fulfilled with flexibility.

To Apply

Please send a cover letter, resumé, and 2 references to BSA Executive Director Erin Schreiner at bsa@bibsocamer.org. In your cover letter, please describe your personal and/or professional interests in and commitment to the BSA's mission and values, which are available to read on our website at: https://bibsocamer.org/aboutus/the_society/

Software Development Engineer Internship - Summer 2019

Amazon

Master's degree student

Please copy and paste the link below in your browser:

<https://www.amazon.jobs/en/jobs/701508/software-development-engineer-internship-summer-2019-united-states>

Scholastic is the world's largest publisher and distributor of children's books, a leading provider of print and digital instructional materials and a producer of educational and entertaining children's media.

We're always looking for talented people to join Scholastic in instilling a love of reading and lifelong learning in children. As Scholastic comes into our 100th Anniversary in 2020, Technology is a key component of our continued success.

As we move into 2020 and beyond, there are more opportunities to join our Scholastic Technology Services (STS), including the STS Associate Program.

The STS Associate Program is designed to identify, train, and promote the next generation of leaders in Technology (see attached). Each new-hire class receives comprehensive training and is quickly given responsibility to deliver on business goals using industry-leading tools, partners, and technology - all while working in an agile, iterative model that emphasizes collaboration, transparency, and goal-oriented development.

This year Scholastic Technology Services (STS) will be hosting its first Technology Open House. Attendees will learn about exciting career opportunities offered through the STS Associate Program.

Join us on Friday, March 15th for a 2-hour Technology Open House where you will learn more about our mission, participate in Tech Sessions, and network with STS team members. Light refreshments will be served.

Scholastic's STS is committed to becoming a leading global technology organization and provider of best in class services.

Register Today!

When: Friday, March 15, 2019

Time: 2:00pm - 4:00pm

Location: Scholastic, Inc. 601 West 26th Street, 10th Floor

[CLICK HERE](#) to register

Closing date: Feb 22

Building Management - NY, NY and Syracuse, NY

<https://www.usajobs.gov/GetJob/ViewDetails/523759100#>

Contract Specialist - NY, NY

<https://www.usajobs.gov/GetJob/ViewDetails/523792200#>

Closing date: Feb 27:

Realty Specialist
NY, NY

<https://www.usajobs.gov/GetJob/ViewDetails/524268300#>

Realty Specialist
Puerto Rico

<https://www.usajobs.gov/GetJob/ViewDetails/524330800>

Job Description: Senior Assessment Associate
January 2019

The Searle Center for Advancing Learning and Teaching is seeking a Senior Assessment Associate, who will support a wide range of assessment initiatives across the university.

The Senior Assessment Associate supports the university in developing and implementing small- and large-scale assessments of learning. This person will lead the assessment of learning in a variety of contexts including class/course innovations, research projects, program evaluations, curricular development, and online and digital learning. They will develop evaluation plans for grant proposals; develop and implement training (workshops, roundtables, conversations, dialogues) and assessment and evaluation; develop resources related to assessment, evaluation and grant writing engage in scholarly research; and help guide the assessment components of the University's reaccreditation process for the Higher Learning Commission. This person may also supervise 2-3 research assistants, interns, and/or work-study students.

The Senior Assessment Associate will partner with Associate Deans in the schools, Associate Vice Presidents in Program Review, Information Technology, and Assistant and Associate Provosts in the Registrar's Office and Office of the Provost in support of learning assessment and evaluation at Northwestern. This person will collaborate with faculty, center directors and associate directors, and staff in support of evaluation of research grants and projects at Northwestern.

We seek candidates who have experience working in a Learning and Teaching Center or similar unit, expertise in assessment and evaluation, and experience with teaching and learning in higher education.

Click on the link below for more information: https://docs.google.com/document/d/1D0dTe8088E0_XulzxMyxscgvnXSTAL5TK_66b_PHA/edit?usp=sharing

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](#)

Click below for more information:

https://urldefense.proofpoint.com/v2/url?u=https-3A_mailchi.mp_ofeca3dce76b_career-2Dopportunities-2Dlist-2D1261949-3Fe-3De5dac3492f8d=DwMfaO&c=8y77JhZ0YsReeOxyYXDU39VUJzHyvBUh7fw_Zf8DA&r=waK2v1XT6DiCl_eTRy1xwCupNCl-xjBAAqU6kIm6g1I&m=dMzcQk16801Qj7kv_FD9V47E7wryGs2O1Xb8AbUNo8s=4BUVjKx4Lyc48Np7qh58QVfV8m3157fIbZw8urcnpNg&e=

2019-2020 Futures Initiative Fellowships

Good news! The Futures Initiative is now seeking THREE Graduate Center doctoral students in any field for 2019-2020 fellowships. Come help us achieve a more equitable and innovative higher education while benefiting from a workspace and team that foster personal and professional growth!

These are one-year positions, renewable for up to three years (contingent on program funding), for the following roles:

- [Web Designer and Digital Strategist \[cuny.us10.list-manage.com\]](#)
- [Co-Director, Undergraduate Leadership Program \[cuny.us10.list-manage.com\]](#)
- [Specialist, Institutional Leadership and Administration \[cuny.us10.list-manage.com\]](#)

We aim to build a team that is diverse in every way. Doctoral students who have backgrounds that are underrepresented in the academy are especially encouraged to apply.

Investigator (Employee Benefits)
Department of Labor

YOU MUST APPLY ON-LINE. FAILURE TO DO SO MAY RESULT IN YOUR NOT BEING CONSIDERED FOR THE POSITION.

Please remind candidates:

- Applicant must prove/demonstrate that they meet the qualifications of the job.
- Answers to the competency questions must be substantiated in the resume - failure to do so, may result in a lower score. This is important, as only the best candidates will be sent to the selecting official for consideration.
- Information provided in a cover letter cannot be used to qualify the applicant. It must be included in the resume.
- Even if your application is sent to the selecting official for consideration, they do not have to interview you.

If your clients have questions, they should contact the person on the vacancy announcement.

If your clients are interested in federal employment, they should go to www.usajobs.gov.

<https://www.usajobs.gov/GetJob/ViewDetails/523797600>

Office & Conference Manager

Philanthropy New York

Copy and paste the link in your browser:

https://www.indeed.com/viewjob?jk=cca4517ac24eb317&q=American+Express&MINEOLA,+NY&tk=1d3ls53752smj802&from=ja&aid=5743a8bae40d3b9cdd4e37b&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rtk=1d3ls53752smj802

Jobs

Philanthropy New York

Copy and paste the link in your browser:

<https://philanthropynewyork.org/jobs>

Jobs

The College Board

Copy and paste the link in your browser:

<https://careers.collegeboard.org/>

Other Events



NEWSLETTER

Click on the link below for details:

<https://drive.google.com/file/d/0B4kUSP8db2HFU0xHU0JSOXjPYnIVQF8ZOV8XZHRiYlBoc1hr/view?usp=sharing>

I am reaching out to share the exciting upcoming volunteer opportunities hosted by Hispanic Federation and we need your support!!! The work that we do is impossible without your efforts so any interested volunteers please feel free to contact me directly. Please note that **food will be provided!**

Tomorrow, Friday 2/15, we are recruiting bilingual (Spanish-English) general volunteers to help assist community members complete their N-400 citizenship applications.

Additionally, **next Tuesday and Wednesday** we will be hosting televised phone banks in partnership with Univision to inform and collect RSVP's to a an informational HF Town Hall regarding Temporary Protected Status (TPS). For these events we are recruiting bilingual (Spanish-English) general volunteers to help take calls from interested community members.

Please see the below event details to those who are interested and available to volunteer!

- Citizenship Drive:** RSVP through this link! [Citizenship Drive Volunteer sign-up](#)
 - Date:** Friday, February 15th
 - Time:** 11:00am- 6:00pm
 - Location:** 55 Exchange Place, Suite 501, New York, NY 10005 (Hispanic Federation)
- Televised Phone Bank:** [Reply to this email to RSVP!](#)
 - Phone Bank 1:** Tuesday, February 19, 2019, 4:00PM - 8:00PM (at HF)
 - Phone Bank 2:** Wednesday, February 20, 2019, 4:00PM - 8:00PM (at HF)

Department of Civil Service

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

Q. What is the Professional Careers 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.

L.I.V.E. Oak Ridge National Laboratory (ORNL) Science Education and Workforce Development Virtual Career Fair

February 20, 2019, noon-3 p.m. ET

Looking for an opportunity to participate in a STEM internship or research program at the largest U.S. Department of Energy open science laboratory?

The next step in your search is just a click away!

Join us from noon-3 p.m. ET on Wednesday, February 20, 2019, for the [L.I.V.E. Oak Ridge National Laboratory \(ORNL\) Science Education and Workforce Development Virtual Career Fair \(orau.6connex.com\)](#)!

During L.I.V.E., you can:

- Chat with ORNL scientists about their research
- Learn about ORNL and its mission
- Connect with ORNL recruiters
- Discover the variety of [internships and research participation programs at ORNL \(orise.orau.gov\)](#) through the Oak Ridge Institute for Science and Education (ORISE)

HOW TO REGISTER

Visit the L.I.V.E. website to learn more and register: <https://orau.6connex.com/event/LIVE/ORNLI9Q1/login> <https://orau.6connex.com/>

If you have any questions or trouble registering, contact us at live@orau.org.

If you received this mailing from a colleague and would like to receive future mailings directly in your inbox then please send a blank email to:

subscribe-scienceeducation@listserv.orau.gov

Click on the link to view the flyer:

<https://drive.google.com/file/d/0B4kUSP8db2HFZFNkeFZrT72UWR8eXy2TkrFm1VTO2jPUWg4/view?usp=sharing>

Hello NYC VPHD member,

Please mark your calendar to join us on Sunday, February, 24th (02/24/2019), 4:00 - 6:00 PM at Whole Foods Cafe on Columbus Avenue at 97th Street (convenient to the 1, 2, 3, and C trains) for next meeting of NYC chapter of Versatile PhD (<https://versatilephd.com> <https://versatilephd.com>). Look for the sign on the table. We invite you to prepare a sixty-second "elevator speech" describing your post-academic/pre-dissertation story. After introductions, we will devote most of the meeting to informal networking and discussions regarding job search.

Please RSVP by e-mail to nyc_vphd@gmail.com to reserve your seats.

NYC VersatilePhD meetings provide monthly networking opportunities for humanities and social science PhDs, ABDs and students currently in PhD programs who are considering, or have followed, career paths outside of academia. We also welcome students of other disciplines contemplating non-traditional career paths.

Our LinkedIn group includes about 554 members in New York City area and beyond who work in areas as varied as advertising, analytics, editing, electronics, the environment, ethics, ethnography, film, arts, finance, healthcare, history, law, marketing, museums, neuroscience, nonprofit, policy, publishing, real estate, strategy, teaching, data science and translation.

We welcome all members. And, look forward to seeing you!

Thanks,

Titto

Melissa Epstein, Founder

Adam Jackson, Co-Founder & Marketing Manager

Darcy Fryer, Advisory Member
Christina Furtado, Advisory Member
Titto Augustine, Advisory Member

Dear Science Alliance Partner,

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

- **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.*

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 apuente@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

**SPRING 2019 CAREER COFFEE TALK WEBINAR SERIES
INTERVIEWS WITH HEALTHCARE INDUSTRY INSIDERS**

**WHEN: THURSDAYS, MARCH 7, 14, 21; 9:30 - 10:15 am;
WHERE: Online**

Join these free live webinars to learn and chat with industry professionals while enjoying your morning coffee! This three-part series of webinars from the CUNY SPS Office of Career Services will cover career-related topics to help you achieve success in your job search and career planning efforts. The series theme for Spring 2019 is Interviews with Industry Insiders in Healthcare. Acquire knowledge and insight from experienced professionals in the healthcare field. Gain an understanding of the value and importance of receiving advice from industry insiders. You will hear about their background and experience and be able to ask questions in real time. The panels are open to anyone with an interest in learning more about the healthcare industry and will be moderated by Shannon Gallo, career services manager.

Part 1: Interviews With Health Information Management & Health Services Administration Insiders

When: Thursday, March 7; 9:30 - 10:15 Am;

Register: sps.cuny.edu/himhsachat

Part 2: Interviews With Disability Services Industry Insiders

When: Thursday, March 14; 9:30 - 10:15 Am;

Register: sps.cuny.edu/disabilityserviceschat

Part 3: Interviews With Nursing Industry Insiders

When: Thursday, March 21; 9:30 - 10:15 Am;

Register: sps.cuny.edu/nursingchat



Special recruiting event for teachers and administrators in the education field

Mount Saint Mary College, in partnership with the Newburgh Enlarged City School District, is hosting the inaugural **Educator Recruitment Day** on **Saturday, March 23, 2019** from **8 am-3 pm** at Mount Saint Mary College, Newburgh NY. Candidates from Long Island, New York City, and north to the Albany area are invited to attend.

This is an opportunity for teacher and professional staff to job search for the 2019-2020 academic year. The morning format allows candidates to speak with representatives and to schedule 1:1 or small group interviews to take place in the afternoon.

We hope your students take advantage of this event.

[Registration and full schedule available here! \[mmsend41.com\]](#)

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](#)