

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

Do you have a job search plan?

Meet with Emily Seamone or Don Goldstein soon

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

CP & PD Upcoming Events

CFP – Abstract Writing Workshop

Date/Time Tuesday, February 26, 2019

6:00 pm - 8:00 pm

Location [The Graduate Center, CUNY, Room 3317](#)

About the Workshop

On Tuesday, February 26, 2019, from 6:00 – 8:00 pm, in room 3317, we'll meet for a brief a presentation detailing some of the "best practices" of CFP answering and abstract composition. After the presentation, students will workshop their CFPs in peer editing groups. We ask that students bring a paper copy of the CFP and the abstract they'd like to workshop.

Please RSVP

If you're planning on coming to our workshop, please RSVP using our [event registration form](#). If you decide to come in the 11th hour, no worries! Please feel free to join us even if you didn't have a chance to RSVP. Hope to see you on the 26th!

Bard Early College Information Session

Thursday, March 7, 2019

3:15-4:15 p.m.

Bard Early Colleges Faculty: A Ph.D. Career Path to Consider

This information session for doctoral students in all fields will introduce teaching in the Bard Early Colleges as a career path to consider. The Bard Early Colleges have over 200 faculty, the great majority with terminal degrees in their fields, teaching at ten campuses, predominantly in major urban centers. Nearly all positions are full-time and tenure-track.

Through a tuition-free college program in the liberal arts and sciences, the Bard Early Colleges help high school students, particularly those at risk of not completing postsecondary education, access, afford, and complete college. The ideal faculty candidates are educators passionate about their fields of study and committed to advancing equity through rigorous curricula made accessible to students with varied academic preparation. Bard Early Colleges campuses are currently in New York City, New York State, Newark, Baltimore, Cleveland, New Orleans, and Shenzhen, China; a new campus in Washington, DC is opening this year.

Session leader: John B. Weinstein, Dean of the Early Colleges, Bard College

For further information on the Bard Early Colleges, see [our website](#).

You can use this link to view [current position listings](#).

Please sign up to attend using [this form](#).

Upcoming Events

Event Name	Date/Time
CFP – Abstract Writing Workshop <i>The Graduate Center, CUNY, Room 3317, New York NY</i>	Tuesday, February 26, 2019 6:00 pm - 8:00 pm
Write Now – Companionable Writing <i>CUNY Graduate Center, room 3312, New York NY</i>	Tuesday, March 5, 2019 3:30 pm - 5:30 pm
Bard Early College Information Session <i>CUNY Graduate Center, room 4102 (Science Center), New York NY</i>	Thursday, March 7, 2019 3:15 pm - 5:15 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
Presenting at a Conference <i>CUNY Graduate Center, room 3317, New York NY</i>	Tuesday, March 12, 2019 4:30 pm - 5:30 pm
Careers in Finance and Data Science <i>CUNY Graduate Center, room C198, New York NY</i>	Tuesday, March 12, 2019 6:00 pm - 8:00 pm

More events: <https://careerplan.commons.gc.cuny.edu/events>

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

New Jobs in GC Connect

Click on the link below:

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

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

Reproductive Justice Research Coordinator

The Center for the Study of Women and Society (CSWS) at the Graduate Center seeks a Reproductive Justice Research Coordinator to work closely with the Center's director on the management and administration of student work and research relating to a Reproductive Justice Research Project.

This is a part-time paid position with a stipend of \$4500.

More about the Reproductive Justice Research Project:

The director is leading a group of students who will spend an entire semester working with one of three organizations in the development or completion of a research project specifically geared to the needs of a Reproductive Justice organization.

The research project will result in the organization having student's complete a research related task.

The goal of this project is to generate a research product that will be useful to the organization that the students have been assigned to work with, that can be used for fundraising, marketing, advocacy, or organizing; and to develop meaningful research and analytical skills for people interested in being active in the reproductive justice movement and reproductive justice organizing.

Please check GC Connect for more details about this job.

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

PCI Media for Social Justice Intern (unpaid)

Please click on the link below for information:

<https://drive.google.com/file/d/0B8kUSP8db2HFVXF2NVZMaX84Rm1TYTgwcTUzX1Nwd256Rk1E/view?usp=sharing>

Summer Internships

Ad Council

Please copy and paste the link below in your browser:

<https://www.adcouncil.org/Working-With-US/Join-US>

Urban Teacher Residency

New Visions Teacher Pathway

New Visions for Public Schools

Please copy and paste the following link in your browser:

<https://advance.newvisions.org/teacher-pathways/>

Data Analyst

Memorial Sloan Kettering

Copy and paste the [glassdoor.com link page in your browser:](https://www.glassdoor.com/job-listing/data-analyst-memorial-sloan-kettering-IV_IC1132348_KO012_KF13.37.htm?jl=3069087968&utm_source=exactMatch&utm_medium=email&utm_term=&utm_content=exact-match-matchjob-seedetails&utm_campaign=em-email&ctt=1550610035321)

https://www.glassdoor.com/job-listing/data-analyst-memorial-sloan-kettering-IV_IC1132348_KO012_KF13.37.htm?jl=3069087968&utm_source=exactMatch&utm_medium=email&utm_term=&utm_content=exact-match-matchjob-seedetails&utm_campaign=em-email&ctt=1550610035321

Data Analyst

Teachers Pay Teachers

Copy and paste the [Glassdoor.com link in your browser:](https://www.glassdoor.com/job-listing/data-analyst-teachers-pay-teachers-IV_IC1132348_KO012_KF13.34.htm?jl=3126079533&utm_source=exactMatch&utm_medium=email&utm_term=&utm_content=exact-match-matchjob&utm_campaign=em-email&ctt=1551109423305)

https://www.glassdoor.com/job-listing/data-analyst-teachers-pay-teachers-IV_IC1132348_KO012_KF13.34.htm?jl=3126079533&utm_source=exactMatch&utm_medium=email&utm_term=&utm_content=exact-match-matchjob&utm_campaign=em-email&ctt=1551109423305

Graduate Student Communications Fellowship (PAID)

About The New York Community Trust

The New York Community Trust (The Trust), the community foundation for the New York area, is offering a Communications Fellowship. The Trust connects past, present, and future generous New Yorkers with vital nonprofits working to make a healthy, equitable, and thriving community for all. Established in 1924, it is one of the largest and oldest community foundations in the United States and a leading funder of local nonprofits. With assets approaching \$3 billion, it is a fundraising foundation that makes grants to improve life in New York through bolstering the arts, strengthening communities, creating healthier neighborhoods and more.

Job Description

The Fellow will gain a deep understanding of nonprofit communications in a collaborative and fast-paced environment. They will work directly with a two-person communications team, and indirectly with our donor and philanthropic initiatives staff.

The Fellow will take on a range of projects. This will include:

- Writing press releases and following up with reporters
- Producing posts for social media
- Writing newsletter and annual report stories about our donors and grantees
- Interviewing program officers, grantees, and others
- Conducting research and analyzing data for marketing and communications purposes
- Writing blog posts highlighting our work in broad range of issue areas
- Taking photos and producing social media content at issue briefings
- Help produce marketing concepts and copy
- Write brief summaries of grants

Please check [GC Connect](https://bit.ly/2JQJXIP) for more details about this job.

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

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/>.

CUNY Start Curriculum and Professional Developer & Manager

Y Start is an intensive program for incoming college students, both high school and GED graduates, who need to increase their academic proficiency in reading, writing and mathematics prior to enrollment in college credit classes. The program offers two program models: a day-time program for 25 hours a week that provides advisement and instruction in math and writing/reading; and an afternoon/evening program for 12 hours a week that provides integrated academic advisement components. The program is recognized for its carefully designed curriculum, pedagogy, ongoing professional development and supportive educator approach.

For more information on the position and how to apply, https://home.cunyfirst.cuny.edu/psp/cnyepd/GUEST/HRMS/c/HRMS_HRAM_HRS_CE_GBL?Page=HRS_CE_JOB_DTL&Action=AJobOpeningId=19576&SiteId=1&PostingSeq=1

Please check [GC Connect](https://bit.ly/2JQJXIP) for more details about this job.

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

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](#)

Contract Specialist - NY, NY

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

These close on Feb 27:

Realty Specialist

NY, NY

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

Realty Specialist

Puerto Rico

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

Postdoctoral Toxicology Fellowship with the U.S. Food and Drug Administration (FDA)

(applications will be reviewed on a rolling-basis)

<https://www.zintellect.com/Opportunity/Details/FDA-CFSAN-2019-0005> [zintellect.com]

An opportunity is available at the U.S. Food and Drug Administration (FDA), Center for Food Safety and Applied Nutrition (CFSAN) in Laurel, Maryland.

The Division of Toxicology (DOT) at FDA/CFSAN/OARSA establishes and conducts cohesive mission-relevant research in toxicology and molecular biology to help ensure the safety of the U.S. food supply.

Under the guidance of a mentor, the participant will participate in the following areas:

- Maintenance of C. elegans axenic liquid cultures for reliable, repeatable assay data
- Maintenance of study records, laboratory equipment, and supplies used in analyses
- Correct, safe, and appropriate handling, labeling, storage, use, and disposal of toxic assay chemicals and Center compounds of concern
- Correct, safe, and appropriate use of general high-tech laboratory equipment including multiple types of microscopes, microfluidic/laser analyzers, and plate readers
- Correct, safe, and appropriate use of C. elegans-specific high-tech laboratory equipment including the Complex Object Parametric Analyzer and Sorter (COPAS) and the wMicroTracker infrared beam interruption detection device
- Laboratory experiment execution in compliance with quality assurance and safety guidelines developed by DOT and CFSAN
- Collection, processing, and analysis of data from C. elegans endpoints such as viability, population motility, individual activity, developmental timing, morphology, reproductive output, transgene and native gene expression
- Preparation of final reports including written summaries of results and conclusions
- Method development with attention to assay aspects that influence result consistency

Qualifications

The qualified candidate must have received a doctoral degree in biology, developmental biology, public health, or toxicology. Degree must have been received within five years of the appointment start date.

Preferred skills:

- Sterile technique
- C. elegans handling and strain maintenance
- C. elegans assays such as gene expression, larval growth, embryonic lethality, germline apoptosis, epigenetic toxicity, fertility assessments
- Rodent handling and necropsy analysis
- Project and experimental design
- Protocol development
- Appropriate statistical analysis
- Manuscript writing

This opportunity is available to U.S. citizens, legal permanent residents, and foreign nationals.

For a full description of this opportunity and to submit your application, visit <https://www.zintellect.com/Opportunity/Details/FDA-CFSAN-2019-0005> [zintellect.com].

If you have any questions, please send an email to ORISE_FDA_CFSAN@ora.org.

Graduate Summer Intern
Cause Strategy Partners
Copy and paste the link below in your browser:
<http://causestrategypartners.com/were-hiring-associate-intern/>

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=DwMfaQ&c=8v77JH2OYsBeeOxyYDU39VU0ztxyFBUh7fw_ZfBDA&r=wakZy1XT6DjCl_eTRVjxwCupNcI_xihAAqU6KIm6g11&m=dMzcOk16R01O7lky_FD9V47E7wryG52O1xXb8AbUNo&s=4BUVx4Vlc4BNpQlnh58QVfVrm3152f7bZw8ucnhPng&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=ccca4517ac24eb3178&=American+Express&l=Mineola,+NY&tk=1d3153752smj802&from=sj&alid=5743a8bae4b0d3b9cdd4e37b8&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1d3153752smj802

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/>

The Center for the Study of Women and Society (CSWS) at the Graduate Center seeks a Reproductive Justice Research Coordinator to work closely with the Center's director on the management and administration of student work and research relating to a Reproductive Justice Research Project.

This is a part-time paid position with a stipend of \$4500.

More about the Reproductive Justice Research Project:

The director is leading a group of students who will spend an entire semester working with one of three organizations in the development or completion of a research project specifically geared to the needs of a Reproductive Justice organization. The research project will result in the organization having student's complete a research related task.

The goal of this project is to generate a research product that will be useful to the organization that the students have been assigned to work with, that can be used for fundraising, marketing, advocacy, or organizing; and to develop meaningful research and analytical skills for people interested in being active in the reproductive justice movement and reproductive justice organizing.

The role of the assistant, once hired, will be to assist the director with various tasks to generate a successful research project.

The assistant will:

Organize students attending national conferences, Civil Liberties and Public Policy (CLPP) Conference at Hampshire College and National Women's Studies Association Conference (NWSA)

Assist the director in organizing visiting guest speakers and talks relating to reproductive justice

Assist the director on data management and analysis

A person with skill in graphic arts, Photoshop, and data visualizations is highly preferred.

Other Events



NEWSLETTER

Click on the link below for details:

<https://drive.google.com/file/d/0B4kUSP8db2HFU0xHUJ05OXIPYnIVOFBZOVBXZHzjrylBoc1hR/view?usp=sharing>

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 [Gamemanship 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 mcercs@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 themes 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/disabilityservicesachat

Part 3: Interviews With Nursing Industry Insiders

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

Register: sps.cuny.edu/nursingachat



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! \[mmsend41.com\]](#)

Wednesday March 20, 2019

Time: 4:00 PM - 7:00 PM

Location:

Saratoga Springs CSD High School Gymnasium

1 Blue Streak Boulevard

Saratoga Springs, NY 12866

[Get Directions](#)

For more information call 518-746-3350 or email: apply@wswhbooces.org

Instant Interviews + Pre-Registration & Registration On-Site

Are you looking to work for a school, as a teacher or support staff? Here's your chance to visit many different schools -- on one day, in just one place.

Find out about all the open positions. Talk to people who can provide you with a real insider's view. *Plus, you will have the opportunity to take advantage of instant interviews!*

Job Titles: <https://docs.google.com/document/d/1137Neukouo5-8YdvvR1dkgU6SMwsA0ICUtdDUW8c/edit>

Registration here: https://docs.google.com/forms/d/e/1FAIpQLSdZ096FhrDzHqRrX2Jf-CANFvLXD4xwgc_p_xH03MPabA0Q/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 databases.

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 | [@careerplanc](#)