

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>

The office is closed on Tuesday, February 12th for Lincoln's Birthday and

Monday, February 18th for Presidents' Day

Writing appointments are available

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

Next week

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.

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 Ilina](#) (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 posted in GC Connect

Click on the link below:

https://docs.google.com/document/d/1_GutUrthd_wGh7aK8MoWfVShORmaF34LmgMcCcmjPLHs/edit?usp=sharing

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

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

Agency Description:

The New York City Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

Workforce Development Division Description

SBS' Workforce Development Division (WDD) is focused on the delivery of quality employment and training services to support equity of opportunity, that leads to economic self-sufficiency and mobility for New York City's diverse communities. In support of Mayor de Blasio's Career Pathways: One City, Working Together, the Division manages the adult workforce development system in New York City, which serves over 100,000 New Yorkers annually through the network of Workforce1 Career Centers.

The Division works with industry partners to identify, develop, and procure high-quality training delivered directly to job seekers so that they can obtain the skills needed for jobs in high demand. The Division supports businesses in NYC by offering training opportunities for new and incumbent workers and by sourcing candidates for vacant positions.

Job Description:

SBS is seeking an experienced professional to join our Data & Reporting Unit within the Workforce Development Division. Worksource1 is a custom-built jobseeker and job order enterprise tracking system that supports critical business functions for and collects performance data from the Workforce1 Career Center system (WF1). 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. To this end, the Worksource1 Management and Reporting Unit is charged with providing Worksource1 management, data analysis, performance reporting, and data quality monitoring for the Division.

Please check GC Connect for more details about this job.

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The ideal candidate will be an innovative and analytical thinker driven by a passion for the 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. The Manager role reports to the Director of Worksource1 Management & Reporting.

Specific Responsibilities:

Please check GC Connect for more details about this job.

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

Individual Giving Manager

New York Theatre Workshop

Click on the link below:

<https://drive.google.com/file/d/0B4kUSP8db2HFHbKMKVjTXR0aU1UMjzSTk10c0s0amFHCXIR/view?usp=sharing>

The New York State Fellowship Program Description

Click on the link below:

<https://drive.google.com/file/d/0B4kUSP8db2HFaEMOUN0cHhXc0k3RU90SEhPNXc3b3hXSWij/view?usp=sharing>

The New York State Annual Fellowship Official Application Form

<https://drive.google.com/file/d/0B4kUSP8db2HFTXNDczRFQUNMMi1WcI86c1vO2hzWTM1bFVv/view?usp=sharing>

The California Center on Teaching Careers (The Center)

The mission of the Center is to elevate the teaching profession through attracting new and existing talent to impact teaching and learning in California's 21st Century classrooms. Please visit us at californiateach.org.

Associate, Learning and Engagement Programs

Carnegie Hall

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

https://www.indeed.com/viewjob?jk=2712b9c04c26d5d6&q=associate-director&l=New+York,+NY&tk=1d2v4hbJ2283e802&from=ja&ll=5743a8bae4b00f6d0c19d8bd&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_email&rgtk=1d2v4hbJ2283e802

CIB QR - Quantitative Research - Rates Econ - Associate

JP Morgan Chase

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

<https://www.indeed.com/jobs?q=phd&l=new%20york&ts=1548271202423&eq=1&fromage=last&vjk=1e2d6f78e95d5b56>

Summer ORISE Fellowship Opportunity at the FDA

APPLICATION DEADLINE: FEBRUARY 15, 2019

Program Description

Summer research opportunities are available at the National Center for Toxicological Research (NCTR), U.S. Food and Drug Administration (FDA) in Jefferson, Arkansas. Selected individuals will train alongside NCTR investigators who conduct FDA mission-critical, translational research, that provides a scientifically sound basis for FDA regulatory decisions, and that reduces risks associated with FDA-regulated products.

This program, administered by ORAU through its contract with the U.S. Department of Energy to manage the Oak Ridge Institute for Science and Education (ORISE), was established through an interagency agreement between DOE and FDA. The appointment period is full-time for up to 10 weeks beginning May 28, 2019. The participant will receive a monthly stipend commensurate with educational level and experience. Proof of health insurance is required for participation in this program. Participants do not become employees of FDA, DOE, or the program administrator, and there are no employment-related benefits paid.

Qualifications

Applicants must be a U.S. citizen at least 18 years of age at the time of the appointment. Applicants must be a student in good standing at an accredited U.S. college or university, or accepted as an entering graduate or professional student at an accredited college or university, with a cumulative GPA of 2.50 or higher (based on a 4.0 scale). Majors that are eligible include Physics, Mathematics, Statistics, Engineering (Bioengineering, Biomedical, Chemical, and Engineering Sciences), Nanotechnology, and Computer Science (Scientific Computing and Informatics). Other eligible areas of study include Life Health and Medical Sciences, and Other Physical Sciences.

How to Apply

Apply online at https://www.zintellect.com/Opportunity/Details/FDA-NCTR-2019-0116_fzintellect.com

A complete application consists of:

- An application
- Transcripts
- A current resume/CV, including academic history, employment history, relevant experiences, and a publication list
- Two educational or professional references
- All documents must be in English or include an official English translation.
- The application deadline is February 15, 2019.

If you have questions, send an email to EDArpp@orau.org. Please include the reference code for this opportunity in your email (FDA-NCTR-2019-0116).

Intern Data Science

IHeartmedia

San Antonio, TX

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_IHM/job/San-Antonio-TX-Stone-Oak-Intern-Data-Scientist_Req16063-1

See more Internships at Idealist.org

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

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/0B4kUSP8db2HfN0ltb1RzaFk3YVv4YN2tNSjdVdlIVYaGikaTlw/view?usp=sharing>

U.S. Department of Energy DOE Scholars Program at the Advanced Research Projects Agency-Energy (ARPA-E)

Now Accepting Applications

What is ARPAE?

The [U.S. Department of Energy \(DOE\) Advanced Research Projects Agency-Energy \(ARPA-E\)](https://www.doe.gov) arpa-e.energy.gov is devoted exclusively to support research and development of high-potential, high-impact energy technologies that are too early for private-sector investment.

Why should I apply?

- Being selected as a DOE Scholar at ARPA-E offers the following benefits:
- Stipends starting at \$650 per week for graduate students and post graduates during the internship period
 - Limited travel reimbursement to/from assigned location
 - Direct exposure to and participation in projects and activities related to defining commercialization pathways for high-impact technology development programs
 - Hands-on experience in experience in advancing the transition of cutting-edge energy technologies to market applications in a fast-paced environment
 - Identification of career goals and opportunities
 - Development of professional networks with leading scientists and subject matter experts

Eligibility

- Be a U.S. citizen at the time of application
- Have a Master's or Ph.D degree or be pursuing a graduate level degree (preferably MBA or technical degree M.S./Ph.D. with a business focus)

Applicants should be prepared for deep immersion in a specific energy program area, and must be comfortable and be able to complete tasks independently. Candidate must have strong written and oral communication abilities, as well as an interest in energy and energy technologies.

How to Apply

Applications and supporting materials must be submitted at: <https://www.zintellect.com/Opportunity/Details/Scholars.2019-ARPA-E> [\[zintellect.com\]](http://zintellect.com)

For more information about the DOE Scholars Program: Visit <https://orise.orau.gov/doescholars> [\[orise.orau.gov\]](http://orise.orau.gov)

Questions? doescholars@orau.org

Please share this information with friends and colleagues who might be interested in opportunities with DOE.

DOE has partnered with the Oak Ridge Institute for Science and Education (ORISE) to manage this program.

Do you want to make a difference this summer? Join the YMCA summer camp team.

The YMCA of Greater New York is the largest non-profit youth-service organization in NYC, serving 13,000 children each summer at over 70 sites in all five boroughs. We're seeking qualified candidates to help keep NYC's children happy, healthy, and growing this summer.

Visit our careers page to apply for open positions at ymcanyc.org/careers.

[APPLY NOW](#)

Here's a sample of the positions available:

YMCA Jobs

Click the link below for six YMCA opportunities:

https://docs.google.com/document/d/16_nEdhshy9htvoQNVtjwQR85wTcFRuiV19905RLz528/edit?usp=sharing

Other Events



NEWSLETTER

Click on the link below to view:

<https://drive.google.com/file/d/0B4kUSP8db2HfU0xHU0j5QXjPynVOF8ZOV8BXZHIYBoc1hR/view?usp=sharing>

<https://www.cs.ny.gov/pco/> [\[cs.ny.gov\]](http://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](https://www.youtube.com/watch?v=PCO_Introduction_Video) [\[youtube.com\]](https://www.youtube.com/watch?v=PCO_Introduction_Video).

*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](https://www.cs.ny.gov/pco/faq) [\[cs.ny.gov\]](https://www.cs.ny.gov/pco/faq) for details.

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.

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!

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

- Chat with ORNL staff 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](https://orise.orau.gov) [\[orise.orau.gov\]](https://orise.orau.gov) through the Oak Ridge Institute for Science and Education (ORISE)

HOW TO REGISTER

Visit the L.I.V.E. website to register: <https://orau.6connex.com/event/LIVE/ORNL19Q1/login> [\[orau.6connex.com\]](http://orau.6connex.com).

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

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 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

NYC Mayor's Office Information Session

Click on the link for details:

<https://docs.google.com/forms/d/e/1FAIpQLSF24hwzLVjMxrv-iThjwF2VcwLmFwiz3tjpt8568d5-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/employers1/>

Thank you.

To make a writing consultation or career planning appointment in GC Connect,
please follow [these instructions](#)

| [Join our Email Lists](#) | [Interfolio](#) | [Versatile PhD](#)

365 Fifth Avenue | New York, NY 10016 | Room 3300.08 | P: 212-817-7425 | careerplan@gc.cuny.edu | [@careerplangc](https://twitter.com/careerplangc)