

# 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](mailto: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**

**Revise your CV/resume and cover letter**

**Meet with Emily Seamone or Don Goldstein soon**

<https://careerplan.commonsgc.cuny.edu/about/people>

## CP & PD Upcoming Events

### Information Session with Macmillan Publishers

**(this week)**

**Date/Time**

Date(s) - Thursday, May 9, 2019

12:00 pm - 1:30 pm

**Location**

[CUNY Graduate Center, room 9205](#)

## About the Event



Representatives from Macmillan Publishers will be at the Graduate Center to talk about their [paid summer internship opportunities](#) and to answer questions about the application process. Internships are currently available in a range of areas from **Marketing, Publicity, and Sales to Editorial, Art & Design, and Business Development**. Students from all fields are encouraged to apply.

To learn more about Macmillan and their available internships, please consult their [summer 2019 internship informational flyer](#) or visit their website, [us.macmillan.com/about/careers](http://us.macmillan.com/about/careers).

## Please RSVP

If you plan to attend this information session, please take a moment to fill out our [event registration form](#).

## Upcoming Events

Event Name	Date/Time
<a href="#">Information Session with Macmillan Publishers</a> <i>CUNY Graduate Center, room 9205, New York NY</i>	Thursday, May 9, 2019 12:00 pm - 1:30 pm
<a href="#">Communicating Your Research: A Talk by Kyle Marian</a> <i>CUNY Graduate Center, room 9204, New York NY</i>	Thursday, May 16, 2019 3:00 pm - 5:00 pm
<a href="#">Improve Your Research Communication Skills: A Workshop with Kyle Marian</a> <i>CUNY Graduate Center, room 9207, New York NY</i>	Thursday, May 23, 2019 3:00 pm - 5:00 pm
<a href="#">Preparing for Your Faculty Job Search</a> <i>CUNY Graduate Center, room 9204, New York NY</i>	Thursday, May 23, 2019 4:00 pm - 5:30 pm

**See other events below the job list**

## Jobs

Please email [careerplan@gc.cuny.edu](mailto: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/2JOjXJP>

### THE AGENCY

The New York City Taxi and Limousine Commission (TLC) is the nation's largest for-hire transportation agency, licensing and regulating the City's yellow and green taxicabs, for-hire vehicles (including apps like Uber, Lyft, Via and Juno), commuter vans, and luxury limousines. TLC develops and enforces rules to promote safety, transparency, as well as consumer and driver protection for a vital mode of transport in New York City. The vehicles, businesses, and drivers licensed and regulated by the agency move over one million people a day. With the introduction of new apps and technologies, TLC is on the front lines of a changing mobility landscape.

### THE TEAM

The Office of Policy and External Affairs is responsible for providing policy guidance, working with relevant stakeholders, and spearheading exciting new initiatives within the TLC. It works in conjunction with the Office of the Commissioner and the various Deputy Commissioners to ensure that the agency meets the goals of the administration and fulfills its mission. The Education Unit is a division within the Office of Policy and External Affairs that facilitates the education of TLC-Licensed drivers by developing quality curriculum and supporting materials, conducting outreach, managing relationships with education providers, and performing program evaluation.

Under the direction of the Director of Driver Education, the Driver Education Program Intern will be a member of a dynamic team and will have the opportunity to work on high-priority driver education initiatives to enhance driver training. Typical tasks may include:

- Design and create training materials to highlight key goals and initiatives (e.g. visual glossaries, palm cards, phrasebook)

- Assist with audits of education provider courses
- Conduct outreach to applicants, TLC-licensed drivers, and authorized education providers
- Assist director with program operations such as developing new operating procedures and researching inquiries from internal and external stakeholders.
- For candidates who speak languages other than English, assist with review and management of translated materials for clarity and accuracy (e.g. course materials, glossaries, correspondence).

Please check how to apply in GC Connect

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

### Interns for SculptureCenter

SculptureCenter is currently accepting applications for fall 2019. Working with a small staff in an open office environment, SculptureCenter interns take on projects that have a direct and visible outcome in our exhibitions, public programs, and events. They leave the program with a range of professional skills important for working in the field of contemporary art and hands-on experience working in a non-profit art institution.

The Special Events and Development intern reports to the Individual Giving and Events Manager, and assists with fundraising initiatives for SculptureCenter's patron program, exhibition opening receptions, annual benefits, and perform administrative duties. Qualified applicants will have professional communication skills, excellent organization and time management abilities, basic familiarity with creative software, such as Photoshop, InDesign, and Illustrator, and some experience with database systems. Interns should be in their senior year of undergraduate studies, enrolled in or recently completed an MA program, and have an interest in learning arts administration, fundraising, or event production.

Applications for fall internships are due May 31. SculptureCenter's internships are two-four days per week depending on department, with office hours from 10:30am to 6pm with nights and weekends as needed to support events. Weekly schedule to be coordinated with successful candidates. Internships are unpaid but school credit may be earned. We regularly host international interns with strong language skills.

**More positions in GC Connect.**

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

The Brooklyn Waterfront Research Center (BWRC) at New York City College of Technology (CUNY) is seeking a highly motivated and organized individual who can help advance the Center's mission. In addition to its scholarly and pedagogical endeavors, the Center's main public activities include "Breakfast Talks" and one major conference in the Spring semester. Topics of past public lectures include the history of biking in Coney Island, the gentrification of Sunset Park, the history of the Gowanus Canal, and the creation of a solar energy cooperative at the Brooklyn Army Terminal. The next annual conference in April 2020 will investigate the effects of the emerging hospitality sector on the communities along the Brooklyn waterfront.

The Project Coordinator will be responsible for helping shape and facilitate events, promote them to CUNY and the public, and oversee the logistics of the events. Knowledge of urban planning, geography, politics, and history is helpful as most topics that the Center explores deal with one or more of these disciplines. An ability to understand and use online tools such as WordPress, EventBrite, and MailChimp is essential. In practice, the role of project coordinator bridges academia, urban planning, and event coordination. The candidate will work closely with the Center's director.

Please check how to apply in GC Connect

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

Positions for graduates and alumni

Python - <https://jobs.lever.co/ennate/a3cff9be-74d7-4b42-966e-20db27544e1b> [t.lever-analytics.com]

Full Stack Java - <https://jobs.lever.co/ennate/8dfe27ba-c378-40b0-acc9-7260c1af6ca7> [t.lever-analytics.com]

Full Stack Javascript - <https://jobs.lever.co/ennate/f52965d3-45cc-4c30-b84e-5301ada95e51> [t.lever-analytics.com]

### Postdoctoral Research Position MR-guided Focused Ultrasound

University of California San Francisco has an opening for Postdoctoral Scholar in MR-guided focused ultrasound. This is a joint position between the departments of Radiology and Biomedical Imaging (Dr. Eugene Ozhinsky) and Radiation Oncology (Dr. Chris Diederich). Our lab's work focuses on design and development of ultrasound devices and monitoring techniques for hyperthermia cancer therapy, thermal ablation procedures, drug delivery and activation. The candidate will be working on development of an MR-guided hyperthermia delivery system based on a commercially available FDA approved body focused ultrasound transducer, as well as other related research projects.

**Responsibilities:**

- Develop accelerated real-time MRI pulse sequences and reconstruction pipelines for temperature monitoring
- Design and implement control strategies for a robotic phased array focused ultrasound transducer
- Work with multiple software and hardware systems in order to make them work together to achieve the goals of the project
- Perform numerical simulations and pre-clinical experiments
- Perform in vivo experiments in an MRI environment
- Assist with clinical MR-guided focused ultrasound treatments

**Required Qualifications:**

- PhD in Bioengineering, Physics, Computer Science, or related discipline
- Strong programming skills in one or more of the programming languages (JavaScript, Python, Matlab, C++)
- Solid knowledge of MR physics and pulse sequences
- Good communications and writing skills

**Preferred Qualifications:**

Knowledge of ultrasound physics

- Familiarity with phased arrays
- Experience with image-guided therapy
- Experience with RTHawk real-time MRI platform
- Experience with InSightec ExAblate focused ultrasound system

Please click here for more details:

<https://drive.google.com/file/d/0B4kUSP8db2HfZEpjTW9XZfV5OG9XMk8ybEE1ODI3eU55Z1hN/view?usp=sharing>

#### Assistant Professor, Ethnic Studies

California State University San Marcos

Copy and paste the link in your browser:

[https://www.csusm.edu/facultyopportunities/faculty\\_jobs/ethnicstudies\\_jobad-fall2019.html](https://www.csusm.edu/facultyopportunities/faculty_jobs/ethnicstudies_jobad-fall2019.html)

#### Sam Schwartz Engineering Planning Intern

Sam Schwartz Transportation Consultants

Click on the link below for more details:

<https://drive.google.com/file/d/0B4kUSP8db2HfbTUwbVhKNmIWRUprQVhxUkZGVHpxOnlvSHFN/view?usp=sharing>

#### PeopleGrove Scholarship 2019

We're currently offering a [\\$2,000 scholarship \[resources.peoplegrove.com\]](https://resources.peoplegrove.com) opportunity -- feel free to share with students, PHD candidates included! :)

#### CALL FOR PITCHES

##### The Brooklyn Rail Art Books Section

Most reviews are 800-1,000 words and we pay a flat fee for all reviews. The book should be released within the last 6 months or have some renewed relevance. **We are especially interested in books that will be released this summer and fall.** It should be available for people to find/buy/see if they are interested. So if it's a rare or old book, please make sure it's on view somewhere or easily available at public research libraries.

The best way to know how we define "art book" is to check out some of our past reviews. Think outside the box and push the boundaries of "art book."

To give you some ideas here are some books we love:

- Artists writings
- Facsimiles of sketchbooks/notebooks
- Books on art periods or artists that include newly published archival materials
- Books of art criticism

Things that we take less often:

- Exhibition catalogues
- Big survey books -- for example a broad anthology on women designers, or contemporary photographers. These tend not to offer as deep a look at the artists or artworks included.

We are open to being convinced, but you'll have to make a case why these are interesting. Especially for exhibition catalogues, how does the book offer a different experience than seeing the show?

**I am looking for pitches for our fall 2019 issues and we usually have a lead time of a few months. I will begin reviewing these pitches in June.**

Application information in GC Connect

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



See below for career opportunities, including new job and internship opportunities for the summer. Thanks for helping get the word out to your students and networks about these opportunities.

Zach

[Link to view email in web browser](#)

[Link to sign-up for Career Opportunities emails \[cuny.us9.list-manage.com\]](https://cuny.us9.list-manage.com)

Quick Jump To:

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## Other Events

**Salesforce World Tour:** On Tuesday May 7 the Salesforce World Tour will be at the Javits Center in NYC. This is an opportunity to explore tons of sessions and get hands-on with the latest product updates and innovations. There will also be lots of opportunities to network. [You can register for FREE here.](#)

**Book Launch and Signing with New York Times bestselling author Lindsey Pollak for her forthcoming book, *The Remix: How to Lead and Succeed in the Multigenerational Workplace.***

Lindsey Pollak is a New York Times bestselling author of *Becoming the Boss: New Rules for the Next Generation of Leaders* and *Getting from College to Career: Your Essential Guide to Succeeding in the Real World*. Her new book *THE REMIX: How to Lead and Succeed in the Multigenerational Workplace* comes out May 7, 2019. Visit her website:

<https://www.lindseypollak.com> [[lindseypollak.com](#)]

**DATE:** Wednesday May 8, 2019

**LOCATION:** Baruch College Administrative Building, 135 East 22<sup>nd</sup> St., Room 301

**Two sessions (choose one below)**

3:00 to 4:00 pm

5:30 to 6:30 pm

**RSVP Required:** <https://tinyurl.com/Baruch-Pollak-May8> [[tinyurl.com](#)]

All attendees will receive a free copy of the book! Each session will also leave time for Lindsey to sign books. Space is limited!

See flyer [here](#)

Livestream links for the two programs:

3:00pm - [https://urldefense.proofpoint.com/v2/url?u=https-3A\\_youtu.be\\_uCuJPY7yrOI&d=DwlGaQ&c=dTXc8cCP8suVpClwB1HRHOACHN4UFMgL7MtSjCbKyts&r=pGu1gggX6GvoGKY7bhdGdeL-IdanlgULIQfxToPY8M&m=xRRP6s\\_F5HtHoNF5H0oEMR9WVGEeTFgd1sPtuaQXIs&s=ScM\\_5QAHIDZis7K0kloHG6SimgYRTDPBc2E9HGufT14&e=](https://urldefense.proofpoint.com/v2/url?u=https-3A_youtu.be_uCuJPY7yrOI&d=DwlGaQ&c=dTXc8cCP8suVpClwB1HRHOACHN4UFMgL7MtSjCbKyts&r=pGu1gggX6GvoGKY7bhdGdeL-IdanlgULIQfxToPY8M&m=xRRP6s_F5HtHoNF5H0oEMR9WVGEeTFgd1sPtuaQXIs&s=ScM_5QAHIDZis7K0kloHG6SimgYRTDPBc2E9HGufT14&e=)

5:30pm - [https://urldefense.proofpoint.com/v2/url?u=https-3A\\_youtu.be\\_sfbq-5FEXs-5F7M&d=DwlGaQ&c=dTXc8cCP8suVpClwB1HRHOACHN4UFMgL7MtSjCbKyts&r=pGu1gggX6GvoGKY7bhdGdeL-IdanlgULIQfxToPY8M&m=xRRP6s\\_F5HtHoNF5H0oEMR9WVGEeTFgd1sPtuaQXIs&s=zmj8Q-ASiF66j\\_zwV2Vf2CE-y\\_p\\_HfrZX5MyVvOh2jA&e=](https://urldefense.proofpoint.com/v2/url?u=https-3A_youtu.be_sfbq-5FEXs-5F7M&d=DwlGaQ&c=dTXc8cCP8suVpClwB1HRHOACHN4UFMgL7MtSjCbKyts&r=pGu1gggX6GvoGKY7bhdGdeL-IdanlgULIQfxToPY8M&m=xRRP6s_F5HtHoNF5H0oEMR9WVGEeTFgd1sPtuaQXIs&s=zmj8Q-ASiF66j_zwV2Vf2CE-y_p_HfrZX5MyVvOh2jA&e=)

Hello!

I am reaching out to inform you about volunteer opportunities with the [2019 World Science Festival](#) [[worldsciencefestival.com](#)]. This year, the Festival returns to New York City from May 22 - June 2, 2019 with over 70 events and performances!

The World Science Festival gathers great minds in science and the arts to produce live and digital content that allows a broad general audience to engage with scientific discoveries. Through interactive explorations, musical performances, intimate salons, and major outdoor experiences; the Festival takes science out of the laboratory and into the streets, parks, museums, and premier performing arts venues of New York City.

Volunteers are an essential part of the Festival's success and I think you may know some excellent candidates!

**[Volunteer application for the 2019 World Science Festival](#) [[app.intlive.com](#)] is now open!**

World Science Festival volunteer benefits include:

- A welcome orientation, with food and networking opportunities
- A World Science Festival Volunteer t-shirt
- Involvement in our amazing line-up of science lectures, demonstrations and events
- Free admission to select WSF programs (based on availability)
- A wrap-party with pizza, prizes, and appearances from WSF staff
- An official Certificate of Completion of volunteer services (upon request)

Please find our 2019 Festival Volunteer poster attached, and feel free to distribute to friends, family and local community groups. If you have any questions, please feel free to reach out by emailing [volunteers@worldsciencefestival.com](mailto:volunteers@worldsciencefestival.com). We look forward to the potential of having you as a part of the WSF team.

Thank you in advance for helping us to spread the word and we hope to see you at this year's Festival!

Sincerely,  
WSF Volunteer Services Team

**Check out Google Learning Center, NY**

Here is the link: <https://events.withgoogle.com/grow-with-google-in-nyc/>



On **Wednesday, May 22nd, 2019** you are invited to join [Doctors Without Borders/Médecins Sans Frontières \(MSF\)](#) [\[doctorswithoutborders.us7.list-manage.com\]](#) for a **recruitment information session in New York, NY**. This is your opportunity to meet our recruitment team and learn about how you can join our pool of dedicated aid workers. We're currently recruiting for a variety of [medical and non-medical positions](#) [\[doctorswithoutborders.us7.list-manage.com\]](#).

We collaborate with the following offices, programs and centers in the 3300.00 hallway:  
Interactive Technology and Pedagogy (3300.00), Research and Sponsored Programs (rooms 3300.02/03/04/09),  
Publics Lab (3300.07), Digital Initiatives (3300.06), Teaching & Learning (3300.19), Futures Initiative (3313)

**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.commonsgc.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](#)

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