

JOBS, Office of Career Planning & Professional Development

OFFICE OF CAREER PLANNING & PROFESSIONAL DEVELOPMENT

Making an Appointment

Current CC 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

Summer 2019

Revise your CV/Resume/Cover Letter

Meet with Emily Seamone or Don Goldstein soon

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

Writing Appointments

Writing appointments are available in GC Connect.

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

Companionable Writing 2019

Companionable Writing (Summer 2019)

Date/Time

Date(s) - Monday, June 3, 2019 - Thursday, July 27, 2019

See [weekly schedule below](#)

Location

[CUNY Graduate Center, room 3312](#)

Weekly Schedule

In June and July, Writing Services will be hosting regular Companionable Writing sessions on the following days and times:

- Mondays from 2-4
- Tuesdays from 10-12
- Wednesdays from 2-4
- Thursdays from 10-12

Feel free to join us for a single day, once a week, or whenever your schedule allows.

Questions?

If you have further questions, or want to join us remotely, please email writinghelp@gc.cuny.edu.

The Quantitative Research Consulting Center

The Quantitative Research Consulting Center

(QRCC) (<https://www.gc.cuny.edu/About-the-GC/Provost-s-Office/QRCC/index>)

provides students, post-docs, and faculty greater resources for statistical support in quantitative and empirical research. The QRCC provides support for researchers at any stage of research in four main areas: (1) project/research planning, (2) statistical data analysis, (3) statistical software programming, and (4) statistical interpreting, writing, and reporting.

The QRCC center is located in 3204.04 and has new appointment slots for the **summer during June & July!**

Mondays: at 11AM, 12PM, 1PM, 4PM, & 5PM

Tuesdays: at 12PM & 1:30PM

Wednesdays: at 12PM, 1PM, & 2PM

Open Office Hours: Mondays at 2PM

Email consultations are also available throughout the week!

You can view our calendar at <https://goo.gl/PGVpZD> to look for available time slots. If a time is available on the calendar, nothing is listed for that slot. In order to make an appointment, please email us at QRCC@gc.cuny.edu.

Do you have feedback/suggestions for the QRCC? We'd like to hear from you: <https://forms.gle/hMxM9ohCW8krCSdg8> (forms.gle)

Looking forward to seeing you for a productive summer!

QRCC team

See flyer here: <https://drive.google.com/file/d/0B4kUSP8db2HfanpvUk9PU1hQYUVsUJFFWGGjUVNkQUNhc1FB/view?usp=sharing>

Jobs

Check the positions posted in GC Connect:

https://docs.google.com/spreadsheets/d/1cCDg_OFSiE7TIQUcrlp8Qmu475CwOgEQfcX2mgOyl8/edit?usp=sharing

Please log-in to GC Connect for more details: <https://bit.ly/2IOXJIP>.

Information Technology Residency Program, University Graduate
Software Engineering Intern, Summer 2020
Engineering Practicum Intern, Summer 2020
IT Intern, Summer 2020
Fall 2019 and Summer 2020
Google

Please log-in to GC Connect for more details: <https://bit.ly/2lQjXlP>.

Note:
Before you apply, please schedule an appointment with Emily Seamone or Don Goldstein in order to format your documents as outlined in CUNY IT + Google workshop.

Software Engineering Intern, Winter 2020
Software Engineering Intern, Summer 2020
Entry-Level Software Engineer (F/T)

LinkedIn
Checkout <https://careers.linkedin.com/students>
for more information

Note:
Before you apply, please schedule an appointment with Emily Seamone or Don Goldstein in order to format your documents as outlined in CUNY IT + Google workshop.

University Roles (New Grad & Interns)

Flatiron
Applications available online at <https://flatiron.com/careers/>
on August 1st, 2019

Note:
Before you apply, please schedule an appointment with Emily Seamone or Don Goldstein in order to format your documents as outlined in CUNY IT + Google workshop.

Family Literacy Coordinator

Queens Community House (QCH)

Queens Community House (QCH) is a multi-site, multi-service settlement house that Family Literacy Coordinator serves the diverse population of Queens through a broad network of programs and services for children and youth, adults, and families and older Adults. We are a modern interpretation of the traditional settlement house, bringing to our work current best practices, cost-effective management, innovative leadership and a passion for social and economic justice. Our mission is to provide individuals and families with the tools to enrich their lives and build healthy, inclusive communities. We welcome individuals from diverse backgrounds and experiences, who are inspired by our mission and are highly motivated to change lives.

We are seeking a qualified Family Literacy Coordinator with a strong commitment to youth development and family literacy to work with our year-round youth development programs. QCH provides services for people from age 5 through the end of life. Family Literacy programming is an evidence-based, intergenerational approach to improving outcomes for families that is a perfect fit for the settlement house model. QCH has been working as part of a coalition of Settlement Houses to expand family literacy programming throughout New York City for the last three years. We have learned about other organizations' program models, and organized occasional family literacy events at one of our community centers. We have just received a two year grant from a high-profile donor to create a full-fledged family literacy initiative at QCH. The creation of this Family Literacy Coordinator position is the centerpiece of that initiative.

Additional Details: This position is available immediately. Queens Community House offers a competitive salary commensurate with experience and a comprehensive benefits package. The benefits package varies by position and may include medical/dental/vision options, life insurance, flexible spending accounts, generous time off and a 403b plan. We value health and wellness too and as such Staff can earn annual leave days, sick days and enjoy most federal holidays. Staff can also take advantage of an array of professional development opportunities.

Please log-in to GC Connect for more details: <https://bit.ly/2lQjXlP>.

Finance Intern

The Greenwall Foundation

Clinical Research Coordinator – Immigrant Health & Cancer Division
Memorial Sloan Kettering Can Center

Please log-in to GC Connect for more details: <https://bit.ly/2lQjXlP>.

New York State Assembly Internships

Please log-in to GC Connect for more details: <https://bit.ly/2lQjXlP>.

Family Literacy Coordinator

Queens Community House

Queens, NY

Please copy and paste the link below in your browser:

https://www.indeed.com/viewjob?k=517581674135a898c-associate+director&l=New+York,+NY&tk=1df1r3tb3n81806&from=ja&id=5743a8bae4b00f6d0c19d8bd&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rtk=1df1r3tb3n81806

Director of Constituent/Support Services

Office of Assemblymember Rodney Bichotte

New York State Assembly

42nd Assembly District

Alums (please apply)

Responsibilities

- Manage scheduling
- Manage office operation, supplies/services
- Prepare citations and certificates and letters
- Prepare social media communication
- Engage with government agencies, authorities and other elected officials
- Represent the Assemblymember at community meetings and events
- Staff the Assemblymember at meetings

Experience

- Proficient in Microsoft Suite (Word, Excel, PowerPoint, Outlook)
- Great writing skills and command for the English language
- Efficient and exceptional organization skills
- 2+ years working in office environment

Qualities

- Great work ethic
- Professional demeanor
- Flexible schedule
- Haitian Creole speaking a plus

Director of Communications & Legislation

Click on the link for more information:

<https://drive.google.com/file/d/0B4kUSP8db2HF09TYT8WQ1vR2lJM0pROU9BM3ZRUWNOHFV/view?usp=sharing>

If you are interested in the above positions, please email Anthony Maniscalco Anthony.Maniscalco@cuny.edu

College Assistant Position in the PhD Program in Art History

Click on the link for more information:

https://docs.google.com/document/d/1cMGja746FN_DCA5YXqRyUaAECrGRkIXFD93MBV6WkU/edit?usp=sharing

Software Engineering

Google, LinkedIn, Bloomberg and Flatiron

Check the information in GC Connect:

https://docs.google.com/spreadsheets/d/1cCDg_OiSF7TlTlUQcrIp8Om47SCwOgEOfcX2mgQyI8/edit?usp=sharing

Please log-in to GC Connect for more details: <https://bit.ly/2lQjXlP>.

Note:

Please schedule an appointment with Emily Seamone or Don Goldstein to format your cover letter and resume according to the industry specifications before you apply.

Council on Foreign Relations

Open positions: <https://www.cfr.org/career-opportunities/open-positions>

Career Planning Webinar recordings:

<https://careerplan.commonscuny.edu/services/webinars>

Other events

Join the Consortium for Climate Risk in the Urban Northeast, a project led by NASA's Goddard Institute for Space Studies and the National Oceanic and Atmospheric Administration's Regional Integrated Sciences and Assessments team, for a free webinar about topics in climate dynamics. The lecture series is designed to aid students, teachers and interested researchers worldwide to understand aspects of climate change.

2018-2019 LECTURE SERIES IN CLIMATE CHANGE

OUR WARMING PLANET: TOPICS IN CLIMATE DYNAMICS

Tuesday, July 16, 2019

3:00PM – 5:00PM Eastern Time (New York City, NY, United States)

- The Educational Global Climate Model (EdGCM) by Mark A. Chandler

Please register for the webinar at the following link: <https://columbiauniversity.zoom.us/j/4460ff733bf312d746f527e8486654>

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.commonscuny.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 | [@careerplangc](#)