

**Manhattanville in West Harlem
Implementation Plan Report
October 15, 2013 Submission**

Final Declaration Reference and Key Data

Section Number: 5.07 (c)(xxv)

Page Number: 57

Obligation Trigger: Acquisition by ESD or CU of all Initial Stage 1 Condemnation Parcel(s)

Obligation Start Date: March 12, 2012

Obligation End Date: March 12, 2037 (25 Years from Commencement of the Center's Full Operation)

Status: In Compliance

Obligation

Community Information, Opportunities and Resources Center also referred to as the Columbia Employment Information Center (CEIC) or the "Center". Columbia University is already operating the Columbia University Employment Information Center (CEIC), which shall be maintained and enhanced to create the Community Information, Opportunities and Resources Center (the "Center"). The Center shall be located on the site where the existing Columbia University Employment and Career Center is located, or in a location in or near the Project Site. The Center shall commence full operation with the acquisition by ESD or CU of all Initial Stage 1 Condemnation Parcels, and continue operation for a 25-year period from commencement of full operation of the Center. The Center shall provide information on all benefits provided under this Section 5.07 and resources to enable local residents and businesses to receive prompt notification of business opportunities and available jobs at Columbia University, to learn about construction schedules, safety and mitigation, and to receive information about community-oriented service programs (i.e. technical assistance, clinics, mentoring, volunteerism). The Center shall provide bilingual services and shall be staffed, in part, by persons devoted exclusively to serving as liaison with the community with respect to the obligations incurred by Columbia in connection with the project. The estimated annual minimum value of maintaining the Center shall be \$325,000. CU shall collaborate with appropriate organizations to provide, among other things, 6 services as identified in the following Declaration item numbers 5.07 (c)(xxv)(A)-(F).

Process

Columbia University currently operates the Columbia Employment and Information Center (CEIC) out of a location on 125th Street and Broadway and provides services and job search assistance to local residents.

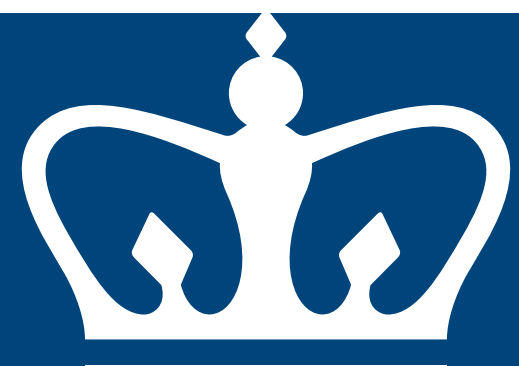
External Communications

Please see Annual Community Outreach and Communications Plan for upcoming year.

Evidence of Compliance

1. Copies of public notifications and/or announcements of center services
2. Link to CEIC website
3. CEIC Brochure
4. Annual certification that expenses meet or exceed annual commitment of \$325,000
5. Copies of Center job description where fluency in Spanish is a job requirement

Monitor Notes



Employment Information Center

MISSION

Our dedicated team of expert and caring professionals provides a variety of useful employment services and training programs that assist visitors in obtaining meaningful work at Columbia University or elsewhere in the community.

Since 2004, the Employment Information Center has operated in West Harlem as a source of information and a critical access point to make Columbia job applications more accessible to the local community. The Center also provides enhanced training programs and job-search counseling services designed to strengthen not only the individual applicant, but also the community.





Employment Information Center

OUR SERVICES

Live & Online

Job-Readiness Training Programs

- Resume & Cover Letter Development
- Interview Skills
- Job Search Strategies
- Dressing for Success on an Interview
- Communication Skills
- Business Skills
- Personal Development Skills
- Participating in Teams
- Sales & Customer Service
- Leadership Skills
- Administrative Professional Skills
- Project Management Foundations
- Desktop Software

One-on-One

Job Search Counseling

Staff at the Center are available for personal one-on-one meetings to assist with a job search.

We cover the following areas:

- Plan and discuss your job search strategy, and identify positions that best match your previous experience or career interests
- Review your resume and cover letter, and provide you useful feedback on potential areas for improvement
- Conduct mock interviews to help you prepare for future interviews with Columbia University hiring managers or other potential employers
- Provide referrals to community resources to further assist with your individual needs

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Since 2004, the Employment Information Center has operated in West Harlem as a source of information and a critical access point to make Columbia job applications more accessible to the local community.

The Center also provides enhanced training programs and job-search counseling services designed to strengthen not only the individual applicant, but also the community.

We're Here to Help

Upon entering the Employment Information Center, you will be greeted by our friendly staff, who will orient you to the Center and its resources. We have sought to create a pleasant environment in which to learn about job opportunities at the University, as well as the training programs and job search counseling services offered directly through the Center.

The Center is an access point to apply for open positions at the University as well as gain job search assistance and participate in training programs. Center staff help facilitate the hiring process, but schools and departments remain responsible for hiring decisions and informing candidates of direct employment offers.

Live & Online Job-Readiness Training Programs

As part of Columbia's ongoing commitment to assist local residents in obtaining employment at the University, as well as elsewhere in the community, the Center is pleased to provide a series of in-person workshops and online training programs.

Our in-person workshops focus on preparing job seekers. Participants receive detailed materials about the topics presented and hands-on practice sessions with members of our team.

Topics include:

- résumé & cover letter development
- job search strategies
- interview skills
- dressing for success on an interview

We are also pleased to offer a series of online training programs. These programs are designed to assist participants with their job readiness skills as well as their career development. Online training topics include:

- communication skills
- leadership
- business skills
- administrative professional skills
- personal development skills
- project management foundations
- participating in teams
- desktop software
- sales and customer service

Many of these online training courses are also offered in Spanish.

To register for an in-person workshop or an online training program at the Center, please contact us at 212-851-1551.

Working at Columbia

With approximately 14,000 full-time employees, Columbia University is one of the largest employers in New York City. We are committed to attracting, developing, and retaining a highly qualified workforce to support our mission of excellence in education, research, and patient care.

Employees come from all five boroughs and beyond, and almost 30% live right here in the neighborhoods of upper Manhattan. We especially encourage our neighbors in West Harlem and throughout the city to consider working at Columbia and to apply for jobs at the University.

Each year, Columbia hires hundreds of non-academic employees. We offer a wide range of employment opportunities for people who are interested in working at the University, including not only academic and research positions, but also opportunities in such diverse fields as construction, catering, finance, strategic planning, communications, library work, security, healthcare management, and a wealth of other administrative areas.

The University provides competitive benefits packages, as well as a broad array of Work/Life programs and services. Columbia also offers ongoing training and professional development opportunities.

One-on-One Job Search Counseling

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- Plan and discuss the job search strategy, and identify positions that best match previous experience or career interests
- Review the résumé and cover letter, and provide useful feedback on potential areas for improvement
- Conduct mock interviews to help prepare for future interviews with Columbia University hiring managers or other potential employers
- Provide referrals to community resources to further assist with individual needs

To book a meeting with one of our staff, please contact us at 212-851-1551.



Applying for Jobs at Columbia

The Employment Information Center is pleased to provide access to computer stations to assist visitors in their online job search. All visitors are welcome to search through the list of current job postings and, if they find a job that interests them, complete the online application process and submit their name as a candidate for the position.

The Center's staff are available to assist anyone with any questions you may have during the application process.

Columbia's online application process usually takes less than an hour. It can be completed during your first visit to the Employment Information Center, or from any computer with Internet access. The Center's staff will guide you through the application process as needed.

During your visit, you may complete and submit applications from the Center's computer stations.

Please remember:

- All Columbia job applications must be submitted online through our online jobs website at <http://jobs.columbia.edu>.
- All applicants are required to complete a master application. Once your master application is completed, you will not need to re-enter information — just attach the master application and your résumé for each job posting submission.
- You may apply for additional positions anytime by using your master application and résumé.
- At a minimum, all of our jobs require a high school diploma or the equivalent. If you need a GED, we are able to direct you to an appropriate resource in the local community.
- You must be eligible to work in the United States to be considered for any position.
- A background check may be required for certain positions.



Plan a Visit

We invite you to visit the Employment Information Center and learn more about the employment opportunities available at Columbia.

During our business hours – Monday through Friday, 9 a.m. to 5 p.m. – staff are available to answer questions and share information about construction activity and employment opportunities. Walk-ins are welcome, or you may make an appointment.

After our business hours, you are welcome to call our 24-hour hotline at 212-851-1551 that provides general information about the Center, information on Columbia University job opportunities, information on construction activities and information on construction-related job opportunities.

The Center is easily accessible on public transportation: Take the 1 subway line, the M4 bus or M104 bus to 125th Street, just steps from the Center.

Employment Information Center

3180 Broadway

212-851-1551 (24-hour hotline)

communityjobs@columbia.edu

Monday to Friday, 9 a.m. to 5 p.m.



Centro de Información de Empleo

MISIÓN

Nuestro dedicado equipo de expertos y profesional proveen una variedad de recursos útiles laborales y programas de entrenamiento que asisten a visitantes para obtener trabajo en la Universidad Columbia, o en algún otro sitio de la comunidad.

Desde 2004, el Centro de Información de Empleo ha operado en West Harlem como fuente de información y punto crítico de acceso para que las solicitudes de empleo sean accesibles a la comunidad local.

El Centro también provee amplios programas y consejería para la busca de empleo, con servicios diseñados no solamente ayudar al solicitante sino a toda la comunidad.

Estamos aquí para ayudarle:

Al entrar al Centro de Información de Empleo, usted será recibido por nuestro amigable equipo, que los va a orientar al centro y a sus recursos. Hemos buscado crear un ambiente placentero en el que aprenderán sobre las oportunidades de trabajo en la Universidad, así como los programas de entrenamiento y asesoría laboral ofrecidos directamente a través del centro.

El centro es un punto de acceso para aplicar a posiciones abiertas en la Universidad así como para conseguir asistencia para buscar un trabajo y participar en programas de entrenamiento. El equipo del centro ayudara a facilitar el proceso de contratación, pero las escuelas y departamentos permanecen responsables sobre la decisiones de contratación y de informarles a los candidatos de ofertas de empleo directas.

Programas de entrenamiento para alistamiento laboral en vivo y en línea:

Como parte del compromiso de Columbia para asistir a residentes locales en obtener empleo con la Universidad, así como dentro de la comunidad, el centro tiene el placer de ofrecer una serie de talleres en persona y programas en línea de entrenamiento.

Nuestros talleres personales se enfocan en preparar a aquellos buscando empleo. Los participantes reciben detallados materiales acerca de los temas presentados y sesiones de practica con los miembros del equipo.

Los temas incluidos son:

- elaboración de resumé (currículum) y carta de presentación
- habilidades de entrevista
- estrategias para buscar empleo
- vestimenta para entrevistas exitosas

También tenemos el placer de ofrecer una serie de programas de entrenamiento en línea. Estos programas son designados para asistir a participantes con sus habilidades de alistamiento laboral así como el desarrollo de su carrera profesional. Los temas de los programas de entrenamiento en línea son:

- habilidades de comunicación
- habilidades de negocio
- habilidades de desarrollo personal
- habilidades de trabajo en equipo
- servicios de venta y consumo
- liderazgo
- habilidades de administración profesional
- fundaciones de manejo de proyectos
- software de consultorio

Muchos de estos cursos en línea también se ofrecen en Español. Para registrarse para un taller en persona o un entrenamiento en línea en el centro, favor de contactarnos a 212-851-1551.

Trabajar en Columbia

Con aproximadamente 14,000 empleados de tiempo completo, la Universidad Columbia es uno de las fuentes de trabajo más grandes en la Ciudad de Nueva York. Estamos comprometidos a atraer, desarrollar y retener empleados altamente calificados que apoyen nuestra misión de excelencia, educación, investigación y cuidado paciente.

Nuestros empleados provienen de todos los cinco municipios de la ciudad y más áreas cercanas, y cerca de 30% viven aquí en los vecindarios al norte de Manhattan. En especial promovemos que nuestros vecinos de West Harlem y de toda la ciudad consideren trabajar en Columbia y apliquen a ofertas laborales en la Universidad.

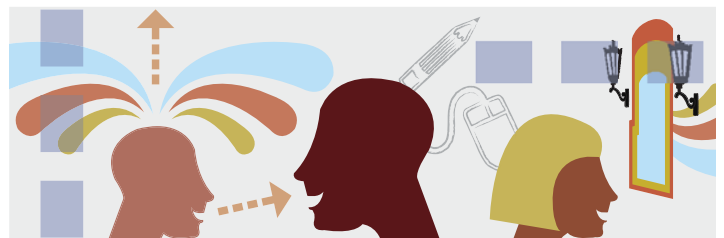
Cada año, Columbia contrata a cientos de empleados no-académicos. Nosotros ofrecemos una gran variedad de oportunidades laborales para gente que está interesada en trabajar en la Universidad, incluidas posiciones no académicas o de investigación, si no oportunidades en muchas áreas diversas como construcción, hostelería, finanzas, planeación estratégica, comunicaciones, trabajo bibliotecario, seguridad, manejo del cuidado médico, y una vasta selección de otras áreas administrativas. La Universidad provee paquetes competitivos de beneficios, así como una vasta cantidad de programas de trabajo-vida y distintos servicios. Columbia también ofrece entrenamiento continuo y oportunidades de desarrollo profesional.

Consultoría uno a uno de busca de empleo:

El equipo en el centro está disponible para juntas personales de uno a uno para asistirle con una búsqueda de empleo. En estas juntas cubrimos las siguientes áreas:

- Planeación y discusión del estrategia para buscar empleo, e identificación de posiciones que mejor concuerdan con experiencia previa o intereses profesionales
- Repaso del resumé y la carta de presentación, así como proveer consejo sobre potenciales áreas de mejoramiento
- Conducir entrevistas de práctica que ayudan a preparar para entrevistas en el futuro con la Universidad de Columbia o cualquier otra fuente de empleo
- Proveer referencia a los recursos de la comunidad para que reciban asistencia sobre algún otra necesidad personal

Para reservar una junta, por favor contáctenos al 212-821-1551.



Aplicando a Empleo en Columbia

El centro de información de empleo está feliz de proveerle acceso a estaciones de computación para asistir a visitantes en su busca de empleo en línea. Todos los visitantes son bienvenidos a buscar a través de la lista de posiciones de empleo activas, y si encuentran una posición que les interesa, a completar la aplicación en línea y proveer su nombre como candidato a la posición.

El equipo del centro está disponible para asistir a cualquiera con preguntas que puedan tener durante el proceso de aplicación.

El proceso de aplicación en línea usualmente toma menos de una hora. Puede ser completado durante su primer visita al centro de información de empleo, o desde cualquier computadora con acceso a internet. El equipo del centro los va a guiar durante todo el proceso de aplicación conforme sea necesario.

Por favor recuerde:

- Todas las aplicaciones a empleo en Columbia deben ser enviadas a través de nuestra página web de empleo <http://jobs.columbia.edu>.
- Todos los aplicantes deben de completar una aplicación maestra. Una vez que su aplicación maestra esté completada, usted tendrá que volver a proveer la información necesaria – solo adjunte la aplicación maestra y su currículum en cada entrega de aplicación de empleo.
- Puede aplicar a posiciones adicionales en cualquier momento haciendo uso de nuestra aplicación maestra y su resume (currículum).
- Como mínimo, todos nuestros empleos requieren de un título de bachiller u preparatoria, o lo equivalente. Si usted necesita un GED, lo podemos dirigir hacia un recurso apropiado en la comunidad local para que pueda conseguirlo.
- Usted debe de ser candidato para poder trabajar legalmente en los Estados Unidos para ser considerado en cualquier posición.
- Una verificación de antecedentes puede ser requerida para ciertas posiciones.



Planee una visita

Lo invitamos a que visite el centro de información de empleo y aprenda más sobre las oportunidades laborales disponibles en Columbia. Durante nuestras horas activas – lunes a viernes de 9 a.m. a 5 p.m., el equipo está disponible para responder sus preguntas y compartir información sobre la actividad de construcción y oportunidades laborales. Están bienvenidos a llegar sin cita o a hacer una cita de antemano.

Después de nuestras horas laborales, usted está bienvenido a contactarnos llamando nuestra línea telefónica activa las veinticuatro horas del día al 212-851-1551 que provee información general acerca del centro, información sobre las oportunidades laborales en Columbia, información sobre actividades de construcción o información acerca de oportunidades laborales relacionadas a la construcción.

El centro es fácilmente accesible con transportación pública: tome la línea 1 roja de metro, o el autobús M4 o M104 hasta la calle 125, y estará a pasos del centro.

Employment Information Center

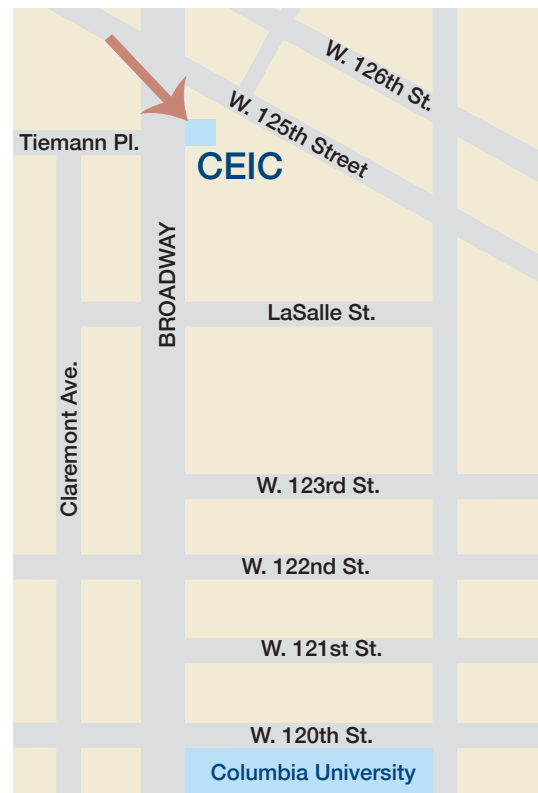
3180 Broadway

212-851-1551

(línea telefónica disponible las 24hrs)

communityjobs@columbia.edu

Lunes a Viernes, 9 a.m. to 5 p.m.





COLUMBIA UNIVERSITY HUMAN RESOURCES



Employment Information Center

Columbia University offers a wide range of employment opportunities in such areas as administrative support, facilities, research, administration and more.

The Columbia University Employment Information Center's primary purpose is to provide information, resources and easy access for members of the community to apply for jobs at the University.

Our online application system, Jobs at Columbia, is the key to finding available opportunities; our friendly staff are available to help you identify open positions and apply.

Visitors can also learn more about Columbia's programs and services:

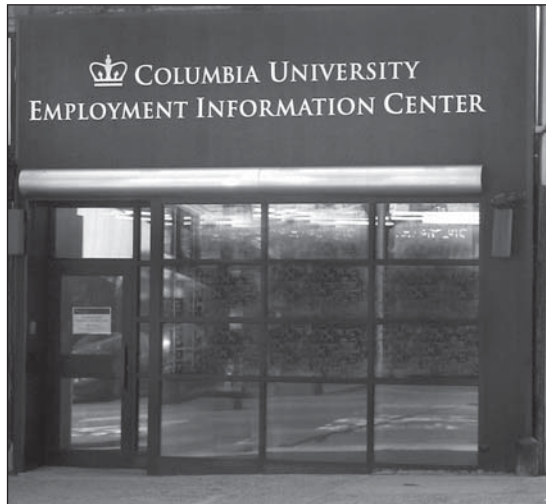
- obtain referrals for job readiness
- learn about sources for computer training
- find referrals to GED/ESL programs

Visit us online

<http://jobs.columbia.edu>

or in person

3180 Broadway at 125th St.
Monday–Friday, 9 a.m.–5 p.m.
(212) 851-1551
email ceic@columbia.edu



EMPLOYMENT

FULL TIME Newspaper Advertising Sales Exec.

Some sales experience.
 Knowledge of Central Harlem neighborhood.
 Some computer skills, including excel & internet.
 Enjoy meeting and servicing business owners.
 Advertising sales experience a plus.
 Email resume...harlemnewsinc@aol.com

FULL TIME Administrative Assistant

Assist Publisher. Manage Office.
 Bookkeeping and Invoicing. Heavy phone.
 Computer skills (excel and internet).
 Harlem News Group, Inc.
 For more information: send email to
 harlemnewsinc@aol.com

LEGAL NOTICE

#1024
 Notice of sale of property notice is hereby given that the undersigned will sell to satisfy the lien of owner at public sale by competition bidding on August 15 2011 at 9am located at 96-100 Verdi Street Farmingdale NY 11735 The personal goods stored there by the below named occupant(s) Hannah Uzielly evicted from 645 West End Avenue NY, NY Lot#5793 Owner reserves the right to bid at sale, reject any/all bids cancel or adjourn sale to resolve this claim call 516-485-8600.

#1025
 Notice of sale of property that the undersigned will sell to satisfy the lien of owner at public sale by competition bidding on August 15 2011 at 9am located at 972 Nassau Road, Uniondale N.Y. 11553 phone number 516-485-8600. The personal and household items stored there by the below named occupant(s) John Doe evicted from 1332 College Avenue Bronx NY Owner reserves the right to bid at sale, reject any/all bids cancel or adjourn sale to resolve this claim call 516-485-8600.

EMPLOYMENT



COLUMBIA EMPLOYMENT INFORMATION CENTER

WORKING AT COLUMBIA

With approximately 14,000 full-time employees, Columbia University is one of the largest employers in New York City. We are committed to attracting, developing, and retaining a highly qualified workforce to support our mission of excellence in education, research, and patient care. Employees come from all five boroughs and beyond, and almost 30 percent live right here in the neighborhoods of upper Manhattan.

We especially encourage our neighbors in West Harlem and throughout the city to apply for jobs at the University. Each year, Columbia hires hundreds of nonacademic employees. We offer a wide range of employment opportunities, including not only academic and research positions, but also opportunities in such diverse fields as construction, catering, finance, strategic planning, communications, library work, security, healthcare management, and a wealth of other administrative areas.

The Employment Information Center—We're Here to Help

Since 2004, the Employment Information Center has operated in West Harlem as a source of information and a critical access point to make job applications more accessible to the local community. The Center also provides enhanced training programs and job-search counseling services designed to strengthen not only the individual applicant, but also the community.

Upon entering the Center, you will be greeted by our friendly staff, who will orient you to our resources. We have sought to create a pleasant environment in which to learn about job opportunities at the University, as well as the training programs and job-search counseling services we offer directly.

Live and Online Job-Readiness Training Programs

As part of Columbia's ongoing commitment to assist local residents in obtaining employment at the University, as well as elsewhere in the community, the Employment Information Center is pleased to provide a series of in-person workshops and online training programs.

LIVE TRAINING WORKSHOPS

Our in-person workshops are focused on preparing job seekers. Participants receive both detailed materials about the topics presented and hands-on practice sessions with members of our team.

- Topics include:**
- resume and cover letter development
 - interview skills
 - job search strategies
 - dressing for success on an interview

ONLINE TRAINING PROGRAMS

We are also pleased to offer a series of online training programs in English and Spanish. These programs are designed to assist participants with their job readiness skills and overall career development.

- Online training topics include:**
- communication skills
 - business skills
 - personal development skills
 - participating in teams
 - sales and customer service
 - leadership
 - administrative professional skills
 - project management foundations
 - desktop software

PLAN A VISIT

You can learn more about us at www.community-jobs.columbia.edu.

We invite you to visit the Employment Information Center and learn more about the opportunities at Columbia University.

The Center is open Monday through Friday, 9 a.m. to 5 p.m., and is conveniently located at 3180 Broadway, just south of 125th Street. Although walk-ins are welcome, we also welcome you to call 212-851-1551 and make an appointment or e-mail communityjobs@columbia.edu.

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www.community-jobs.columbia.edu • 3180 Broadway • 212-851-1551 • communityjobs@columbia.edu

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COLUMBIA EMPLOYMENT INFORMATION CENTER

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COLUMBIA EMPLOYMENT INFORMATION CENTER

TRABAJAR EN COLUMBIA

Con aproximadamente 14,000 mil empleados de tiempo completo, la Universidad Columbia es una de las más grandes compañías empleadoras en la ciudad de Nueva York. Estamos comprometidos a atraer, desarrollar y retener a una altamente calificada fuerza de trabajo para apoyar nuestra misión de excelencia en la educación, la investigación y el cuidado a los pacientes. Nuestros empleados provienen de los cinco condados y de otros lugares, casi el 30 por ciento vive aquí en los vecindarios del Alto Manhattan.

Especialmente invitamos a nuestros vecinos del Oeste de Harlem y de toda la ciudad a solicitar trabajo en la Universidad.

Cada año Columbia contrata a cientos de empleados no académicos. Ofrecemos un amplio rango de oportunidades de empleos académicos y en la investigación, pero también ofrecemos oportunidades en campos como la construcción, servicio de comida, finanzas, planeación estratégica, comunicaciones, trabajo bibliotecario, seguridad, administración de la salud, y muchas otras posiciones en áreas administrativas.

El Centro de Información de Empleo. Estamos aquí para ayudar.

Desde el 2004 el Centro de Información de Empleo, ha funcionado en el Oeste de Harlem como un centro de información y punto de acceso crítico para que las solicitudes de empleo sean accesibles a la comunidad local.

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Una vez que usted entre al Centro será recibido por nuestro personal quien le orientará sobre nuestros servicios. Hemos buscado crear un ambiente agradable en el cual pueda conocer las oportunidades de empleo que ofrece la Universidad, así como los programas de entrenamiento y los servicios de consejería para buscar empleo que ofrecemos.

Programas de entrenamientos en persona y en el Internet.

Como parte del compromiso de Columbia para asistir a los residentes locales para conseguir un empleo en la Universidad, o en cualquier otro lugar el Centro de Información de Empleo ofrece una serie de talleres de entrenamiento persona a persona y en el Internet.

TALLERES EN PERSONA

Nuestros talleres en persona se enfocan en preparar a los solicitantes de empleo. Los participantes reciben materiales con información detallada sobre los tópicos presentados en las sesiones con nuestro personal.

Tópicos incluidos:

- ▶ Resumé y carta de presentación
- ▶ Estrategias para la búsqueda de trabajo
- ▶ Preparación de la entrevista
- ▶ Vistiéndose bien para la entrevista de trabajo

PROGRAMAS EN LÍNEA

También ofrecemos una serie de programas de entrenamiento en inglés y español en el Internet. Estos programas están designados para ayudar a los participantes a desarrollar sus habilidades para el trabajo y para el desarrollo de una carrera.

Los tópicos de los entrenamientos en línea incluyen:

- ▶ Habilidades de comunicación
- ▶ Liderazgo
- ▶ Habilidades de negocios
- ▶ Desarrollo de habilidades profesionales
- ▶ Desarrollo de habilidades personales
- ▶ Desarrollo de proyectos
- ▶ Trabajo en equipo.
- ▶ Desarrollo de software
- ▶ Ventas y atención al cliente

PLANEE UNA VISITA

Puede aprender más sobre nosotros en www.communityjobs.columbia.edu.

Le invitamos a visitar el Centro de Información de Empleo y a conocer más sobre las oportunidades de trabajo en la Universidad de Columbia.

El Centro está abierto de lunes a viernes de 9:00 a.m. a 5:00 p.m., y está localizado en 3180 Broadway y la calle 125. Aunque puede visitarlo sin previa cita, le invitamos a que se comunique al 212 851-1551 para hacer una cita.

Visítenos:

Centro de Información de Empleo
3180 Broadway
212 851-1551

community-jobs@columbia.edu

Lunes a viernes de 9:00 a.m. a 5 p.m.

El Centro de Información de Empleo es fácilmente accesible usando transporte público: tome la línea 1 del subway o los autobuses M4 o M104 a la calle 125.

HARLEM'S HEAVEN HATS ON THE RUNWAY FOR FASHION WEEK



Center - Evetta Petty, Owner Harlem's Heaven

Harlem designer Evetta Petty of Harlem's Heaven Hats showed her Spring/Summer 2013 Hat collection on September 16, 2012. Harlem's Heaven's show was a part of New York City Fashion Week that showcased National and International artists and designers.

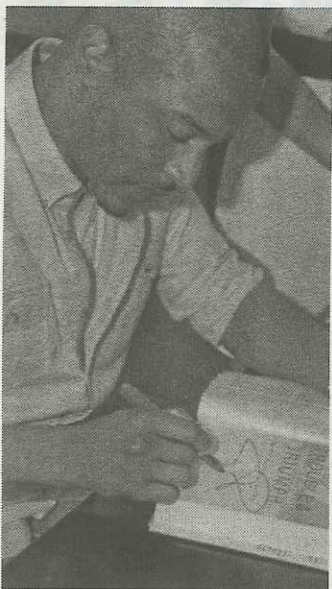
The Harlem's Heaven line of hats is focused on architectural shapes, oversized flower blossoms and fanciful

silhouettes. The ongoing theme was "Whimsical Headwear" showcasing the excitement and allure of hats. The show took place at Dance sport in New York City to a packed house of well appointed fashionistas.

Harlem's Heaven is located at 2538 Adam Clayton Powell, Jr. Blvd (at W 147th Street). For more info call (212)491-7706 or visit online at www.HarlemsHeaven.com

HUE-MAN FEATURES HIP HOP ARTIST T.I. BOOK SIGNING AT CHOCOLAT RESTUARANT

By Peter Cooper/ photojournalist



Marva Allen, Hue-Man; T.I.; Leon Ellis, Chocolat



T.I. shares a moment with a life long fan

Hip Hop recording artist T.I. touched down in Harlem on September 19th for a book signing of his latest book entitled "Trouble & Triumph: A Novel of Power & Beauty." The signing was coordinated by Hue-Man Bookstore as part of their pop up series and held at Chocolat Restaurant, located at 2217 Frederick Douglass Boulevard.

"Trouble & Triumph: A Novel of Power & Beauty" is the sequel to T.I.'s "Power & Beauty: A Love Story of Life on the Streets." The novel is a collaboration with David Ritz and continues where the first epic left off, intertwining power struggles on the rise to chasing dreams.

Hue-Man shut it's doors of it's physical location on July 31st but has been busy with a pop up series of events throughout the Harlem area and beyond. "We are partnering with a lot of the

Harlem businesses to see if we can use some of our brand equity to help drive business to them," expressed Hue-Man owner, Marva Allen.

Chocolat owner, Leon Ellis commented, "It is really important for the community that establishments like this and Hue-Man bookstore partner together to make things like this happen."

The majority of the crowd was of a younger generation and as Ellis eloquently expressed, "Reading is probably one of the most important things for a student to learn in school, you have to read in order to learn, there is no way around it. So i think this is a good example of somebody reading and putting that knowledge to practical and commercial use."

Stay up to date with Hue-Man Bookstore at www.HuemanBookstore.com

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IN THE CITY OF NEW YORK

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We especially encourage our neighbors in West Harlem and throughout the city to apply for jobs at the University.

Each year, Columbia hires hundreds of non-academic employees. We offer a wide range of employment opportunities, including not only academic and research positions, but also opportunities in such diverse fields as construction, catering, finance, strategic planning, communications, library work, security, healthcare management, and a wealth of other administrative areas.

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- participating in teams
- desktop software
- sales and customer service

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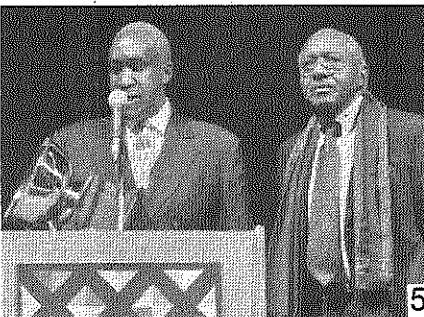
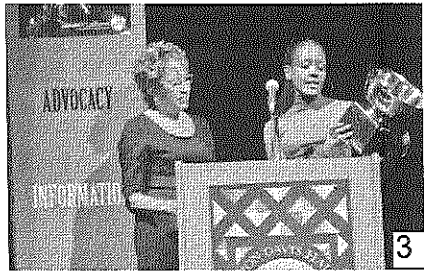
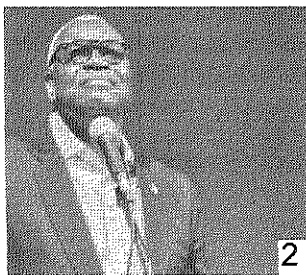
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HARLEM ARTS ALLIANCE KICKS OFF ARTS ADVOCACY WEEK AND HONORS DANNY GLOVER AND OTHERS

By Peter Cooper, Photojournalist



1. Aaron Davis Hall was packed; 2. Voza Rivers, HAA chairman
3. Mikki Shepard (left) receives Arts Leadership Award 4. (L/R) Dr. Lisa Staiano-Coico, President, City College NY; Danny Glover receives Humanitarian Award; Geoffrey Eaton, Congressman Charles Rangel Deputy Chief of Staff; 5. Fred Powell, Barbara's Flowers, (right) receives Business Leadership Award

Harlem Arts Alliance, HAA, kicked off Harlem Arts Advocacy Week 2012 with a special Awards Ceremony on October 1st. The inspirational event was held in City College of NY's Aaron Davis Hall. The awardees included Humanitarian Awardee Danny Glover; Business Leadership Awardee Fred Powell, Barbara's Flowers; Arts Leadership Awardee Mikki Shepard, Producer/Arts Advocate; Life-time Achievement Awardee Vy Higginsen, Legendary Producer.

"To me the arts is such a part of the rich tapestry of diversity," began Dr. Lisa Staiano-Coico, President of City College of NY, "I talk about the arts as being one of the most healing parts of life."

Those in attendance rose out of their seats as Noelle Higginson (accompanied by Vincent Bohanon on the piano) beautifully performed "Lift Every Voice and Sing."

With the kick off of Harlem Arts Advocacy Week, Voza Rivers, Chairman HAA, expressed that "arts advocacy week is a platform for new ideas and strategies for emerging voices and the opportunity to explore more paradigms." Rivers stressed the importance of collaborations in throughout our endeavors as a community and beyond.

Lloyd Williams, President, Greater Harlem Chamber of Commerce, commented on the magnitude of importance that our votes and voices hold in the upcoming election, "This is truly a historic time in the history of America and therefore the history of the world, in approximately one month the face and heart of America will change, no matter which candidate wins." Williams echoed a quote from Langston Hughes, "as goes Harlem, so goes Black America."

Dr. Khalil Muhammad, Director Schomburg Center, said "I believe that the arts are really the best tool for empowering young people especially to find themselves, to find the voice of self expression, to find their identity."

"The award means a great deal for me because it comes it comes from the Harlem Community where I live and work, where my family has lived and worked for over one hundred years," expressed Mikki Shepard as she received the Arts Leadership Award.

"I am reminded how art reflects so many things," began Danny Glover as he wove through his thoughts on art, it's importance in our communities, and the ability and obligation it has to take people to a deeper level of consciousness. Glover recounted a quote, 'it is not simply enough for me as an artists to create a reality that exists around me, but reimagine the possibilities of the reality that we could make.'

"How does art reflect the changes that are necessary for us to deal with our current issues?" posed Danny Glover

The event also included a Martin Luther King, Jr. monologue performed by Michael Green and a solo by Mzuri Moyo.

For more information visit www.HarlemAA.org

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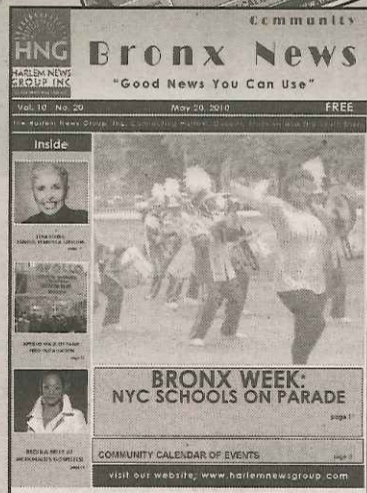
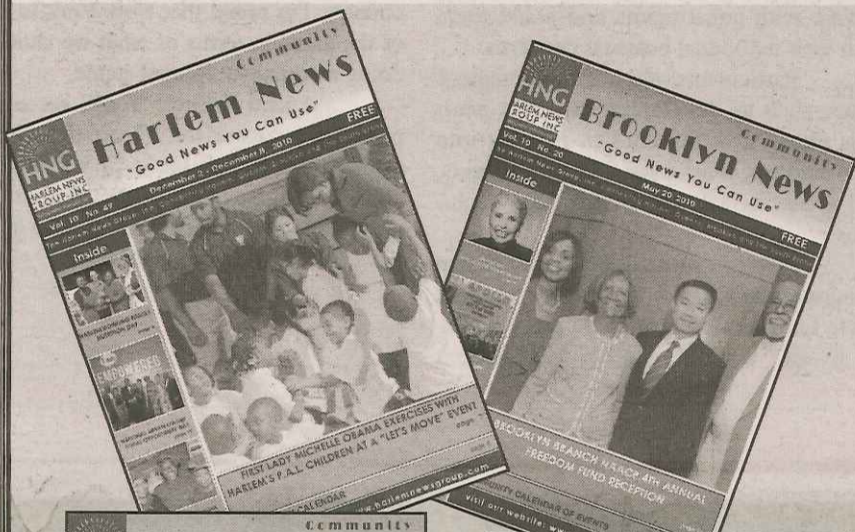
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Pat Stevenson
A NOTE FROM THE PUBLISHER

Good News You Can Use!

There has been more than a 300% increase in the number of African Americans appearing on Broadway. Last night I saw *Motown the Musical*, which is currently in previews. It was a pleasant, fast-paced, trip down memory lane that I thoroughly enjoyed. We hope that by identifying shows on Broadway that have included black actors, you will support them. (see pages 14-15)

Each year Amber Books set up an African-American Pavillion at BookExpo USA, happening in June at Javits center. This year, they are inviting self-published authors to be included. (see page 20)

Readers of the Harlem News we want to hear from you. We welcome your suggestions, critique and a pat on the back doesn't hurt either. Write us at P O Box 1775, NY NY 10027.

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The Harlem News Group assumes no responsibility for return of photographs.
-Pat Stevenson

Next Issue: April 11, 2013 "Blacks on Broadway"



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Rangel's Business and Innovation Conference at Lehman College Draws Hundreds

Over two hundred constituents filled the Faculty Dining Room of Lehman College in the Bronx on Thursday, April 4, 2013, to attend the Business and Innovation Conference hosted by Congressman Charles B. Rangel. Along with guest speakers Dr. Rebecca Blank, the Deputy Secretary of the U.S. Department of Commerce and David Hinson, the National Director of the Minority Business Development Agency (MBDA), Rangel answered questions from constituents regarding the landscape for the business community and the economy.

"President Barack Obama is pushing for initiatives that help business owners and entrepreneurs to succeed as they play an increasingly vital role in our nation's economic recovery," Rangel said. "Dr. Blank and Director Hinson's presence here today serves as a reminder that the government values your contributions to our ability to compete globally and is actively working to help you thrive. Hardworking business owners are the backbone of our economy, which is why I organized this event to give you the tools and resources needed to expand your businesses or start new ones."

"There's no time like the present for this gathering. We need its necessary

focus on our local economy, on job creation and on the ways that government can support business growth," said Jay Her-shenson, Senior Vice Chancellor of The City University of New York (CUNY), as he welcomed Rangel, the guest speakers and event attendees to the Lehman College.

Dr. Rebecca Blank spoke about how we can work together to ensure America remains the global economic leader. She focused on the need to make key investments in innovation, infrastructure, and education in order to keep America competitive. "As a team, we can help more of our businesses innovate, we can build an infrastructure for the 21st century, and we can educate and empower the next generation," said Deputy Secretary Blank. "If we're successful - and I'm confident that we will be - the U.S. will remain the global economic leader... and the prosperity of our families and our communities will continue to grow in the years ahead."

Director David Hinson also reiterated the importance of exploring new markets and technologies as well as engaging Commerce and MBDA to seize these opportunities. "If we are going to keep our economy growing, we need to ensure that opportunities to prosper are open to all the innovative risk-takers and entrepreneurs

who are pursuing the American dream. Our MBDA Centers provide you with individualized technical assistance in addition to access to capital, access to contract opportunities and relationships to help you grow your business and build wealth for your families, your community and the nation."

Following the remarks by Rangel and the ensuing Question and Answer session with Dr. Blank and Director Hinson, John Mallano from the Small Business Administration, William Hill of the Minority Business Development Agency, Rogina Coar-Smith from the Procurement Technical Assistance Center and Minority and Women Business Enterprises Business Programs, and Madeline Marquez of the South Bronx Overall Economic Development Corporation were available to meet in private with constituents and assist them with their individual business concerns.

Participants raised a wide range of issues such as developing effective business plans, new tax credits, tapping into new markets, marketing on tight budgets, and accessing affordable technology solutions.

"We are pleased and honored that Congressman Charles Rangel has reached out to Lehman College to hold this wonderful event," said the College's President



Ricardo R. Fernández. "Part of Lehman College's historic mission has always been community service and working to uplift the community we call home, so it is only fitting that Congressman Rangel would hold this wonderful event here on campus."

"Today, we had the privilege of hearing directly from Dr. Blank and Director Hinson about the various initiatives put forth by the Administration to help businesses and minority enterprises to prosper. We recognize that businesses are the heart of economic development in this great country. I'm proud that New York is ahead of the game in terms of what we should be doing nationally," Rangel stated.

Added Rangel: "I will continue to provide information about the various opportunities available to you and the changes taking place within federal programs that may affect you. We are all one team and must work together."



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■ La francesa Florence Cassez cuando hablaba con los periodistas a su llegada a París, Francia, el 24 de enero de 2013, procedente de Ciudad de México.

Inmigrantes son expulsados sin derecho a un abogado

GARDENIA MENDOZA AGUILAR/LA OPINION

MÉXICO, D.F. — El día a día de las estaciones migratorias de México es una contradicción a las nuevas políticas que el gobierno mexicano pregona sobre la justicia, según el más reciente informe de la organización civil Sin Fronteras sobre centros de detención en Villahermosa y Tenosique (Tabasco), y el de Iztapalapa, en el Distrito Federal.

Actualmente el 90% de los indocumentados detenidos por el Instituto Nacional de Migración son devueltos a sus países de origen después de permanecer hasta dos meses retenidos sin información sobre su repatriación, sus derechos y sin acceso a un abogado.

Son víctimas de violaciones al debido proceso legal, una causa que sirvió de argumento a la Suprema Corte de Justicia de la Nación para la liberación en enero pasado de la francesa Florence Cassez, acusada de secuestro y delincuencia organizada.

El caso distanció a México de los galos durante el sexenio de Felipe Calderón porque al momento de la detención la mujer no pudo hablar con un defensor, entre otras faltas, como servir de show para que la Policía Federal demostrara su eficacia.

Sin un gobierno duro que los defienda, los “sin papeles” -mayoritaria-

mente centroamericanos- carecen de representante legal que los lleve a buen fin, aún cuando son blancos de la delincuencia.

Sin Fronteras documentó durante dos años que las estaciones migratorias no cuentan con convenios que permitan la defensoría de oficio ni autorizan la intervención de organizaciones sin fines de lucro, aún cuando la asistencia consular es limitada o no nula.

“El estar retenidos sin posibilidad de movilización y sin conocimiento de su

► En los centros de detención de Tabasco y el Distrito Federal fueron asegurados en 2012 más de 85,000 indocumentados

proceso los hace sentir como delincuentes”, observó Nancy Pérez, directora de Sin Fronteras. “Ni siquiera pueden poner una queja de manera correcta”.

En la estación migratoria de Iztapalapa, una mujer intentó presentar una queja porque el personal de migra-

ción la obligó a firmar su declaración a gritos y porque una madrugada entraron policías a inspeccionar el dormitorio de mujeres para maltratarlas, pero no hubo vías para denunciar los hechos.

A detalle de este documento, la Ley de Migración aprobada en 2011, “es una regresión en la protección de los derechos humanos de las personas migrantes” porque eleva a rango constitucional a los centros de detención y bloquea alternativas para llevar el proceso en libertad.

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Summer at Columbia: Programs Bring Local Students to Campus

By Kevin Brannon



Recent participants in the Columbia University Local Community High School Summer Internship Program paid a visit to the Diabetes Center at Columbia University Medical Center/NewYork-Presbyterian Hospital.

Bringing young people to campus for summer internships and camps is part of a continuing effort to make the University's resources available to our neighbors. One such program provides scholarships for children in the Manhattanville/West Harlem area to attend Roaree's Cubs Camps, a sports program for children 6 through 12. Another program offers paid, five-week summer internships for high school students.

Columbia's Summer Program for High School Students at the School of Continuing

Education, now in its 27th year, offers an opportunity for high-achieving students to get a taste of college life. The students take part in organized sports and community outreach projects and attend college prep classes. Scholarships are available to students nominated by local community organizations.

Information on how to apply for Summer 2014 programs as well as details on other Columbia community programs and services can be found on page 6.

Design for Excellence: New Sports Center Reflects Commitment to Athletics and Community

The New York Times has called Columbia's new Campbell Sports Center a building that shows both its "brains and its brawn," which makes perfect sense for a facility meant to support the University's athletic and academic excellence.

The sports center isn't the only change coming to the athletics complex, which faces the waterfront in Inwood Hill Park. The University is building the Boathouse Marsh, which will restore the park's salt marsh and create public access to previously inaccessible waterfront along the Harlem River.

Made possible through the generosity of numerous donors, the facility is named in honor of Columbia's trustee chair, William V. Campbell, who was the captain of Columbia's football team in 1961.

Campbell, recalling his years as a Columbia linebacker, and later the team's coach, described the dilapidated Baker Field, when he coached there in the 1970s, as "not a welcoming place." Today, by contrast, "we have a stadium, now we have a welcoming gate, now we have an athletics facility that the students, the faculty, the alumni and the neighborhood will all be glad to be a part of."

Originally published in vol. 38, no. 08, of The Record



Community Services

As part of the University's ongoing commitment to the local community, Columbia has dedicated a portion of the *Neighbors* website to communicate some of the University's commitments for project-related programs and services that are currently available. For a comprehensive listing of programs and services, and participant eligibility, please visit

www.columbia.edu/communityservices

Annual Meetings With Columbia University Faculty and Administrators

Columbia University's Office of Government and Community Affairs, or other appropriate office, each spring provides opportunities for interested members of Columbia University's academic community to meet with members of the West Harlem Development Corporation (WHDC) to discuss ways in which research might help support the activities and priorities of the WHDC.

Athletics Clinics

Columbia University's varsity sports programs and coaches of football, volleyball, basketball, soccer, swimming, track and field, and tennis sponsor and participate in seasonal sports clinics for local community children between the ages of 5 and 13 in University facilities and throughout Harlem and Washington Heights.

Columbia Employment Information Center

The Columbia Employment Information Center (CEIC) (the "Center") serves as the central community-based resource for local residents to apply for open positions at Columbia University.

The Center provides a wide range of services to the local community including in-person and online job readiness training programs, one-on-one job-search counseling and assistance, and access to online job opportunities at Columbia.

You are welcome to call our 24-hour hotline at 212-851-1551; it provides general information about the Center, information on Columbia University job opportunities, information on construction activities and information on construction-related job opportunities.

Columbia University Minority-, Women-, and Locally-Owned (MWL) Construction Trades Certificate Mentorship Program

The Columbia University Minority-, Women-, and Locally-owned (MWL) Construction Trades Certificate Mentorship Program ("the Program") is a two-year mentorship program offered by Columbia University (CU) in partnership with the City of New York Small Business Services (SBS). The Program provides construction administration training, one-on-one technical assistance and networking opportunities to help build the capacity of small- and medium-sized MWL construction trade firms to respond to bidding opportunities and manage the construction job cycle.

Dental Health Screenings for Senior Citizens

Columbia University offers free dental health screenings for senior citizens throughout Northern Manhattan via the ElderSmile Program. As part of Columbia University's College of Dental Medicine Community DentCare Network, the ElderSmile Program offers free dental screenings and referrals for further dental treatment at senior centers throughout Washington Heights/Inwood and Harlem, including New York City Housing Authority (NYCHA) residents in Manhattanville Houses and General Grant Houses.

Housing Legal Assistance

For the period from January 1, 2009, through December 31, 2014, Columbia University will provide funding for one attorney, acceptable to New York City's Housing Preservation & Development Office (NYCHPD).

For the period from January 1, 2015, through December 31, 2030, Columbia University will provide funding for two attorneys at a legal assistance provider acceptable to NYCHPD serving the Manhattanville Area, to provide anti-eviction/anti-harassment legal assistance for residents of the Manhattanville area. Funding will not exceed \$4 million through December 31, 2030.

Mobile Dental Center for Preschool Children

Columbia University offers free dental care for preschool-age children from the Manhattanville in West Harlem area through the Mobile Dental Center. The Mobile Dental Center is a program of Columbia University's College of Dental Medicine Community DentCare Network, which aims to reduce dental decay and improve the oral health of Northern Manhattan's underserved children, through comprehensive dental treatment and oral health education.

The Columbia University Local Community High School Summer Internship Program

Columbia University offers paid summer internships for high school students from the local community and upper level students at the Columbia Secondary School (CSS) for Math, Science, and Engineering. The Columbia University Local Community High School Summer Internship Program is a structured five-week program designed to provide students with practical work experience before graduation. The program began with students from the local community in 2010 and added students from CSS in 2012 when students reached the upper grades and became age-eligible for such an internship. The internships take place in existing Columbia facilities and will be moved to the new Academic and Academic Research buildings proposed within the Project Site when constructed.

Shuttle Bus Service for the Elderly and Disabled

Columbia University provides a shuttle bus service free of charge to members of the local community who are disabled or who are senior citizens (including their attendants) via the ADA-accessible Inter-campus Shuttle. The shuttle bus service complies with ADA specifications to connect the Project Site to subway stations at:

- 96th Street and Broadway
- 116th Street and Broadway (Morningside Campus)
- 125th Street and Broadway
- Harlem Hospital Center (135th Street and Lenox Avenue)
- Columbia University Medical Center (168th Street and Broadway)

The shuttle bus service runs on a regular schedule throughout the day on every weekday, except on state and federal public holidays.

Space Provisions for Non-Columbia-Affiliated Local Artists and Cultural Organizations

Columbia University, consistent with current practice, makes good faith efforts to accommodate requests by local artists and cultural organizations not affiliated with Columbia for access to its indoor or outdoor spaces for programming that may include, but is not limited to, information sessions, performances, special events or presentations. Payment for such space will be in accordance with then current University protocols. Columbia University space is generally awarded on a first-come, first-served basis, with priority given to Columbia and student activities, followed by local community activities.

Summer Camp Scholarships

Columbia University offers 25 scholarships per summer, based upon financial need, for children from the Manhattanville in West Harlem area to attend Columbia's Summer Sports Camp: Roar-ee's Cubs Summer Camp. One scholarship is equal to one week of summer camp.

Undergraduate Scholarships for Aid-Eligible Students From the Local Community

In an effort to encourage local students to attend Columbia College and the Fu Foundation School of Engineering and Applied Science, Columbia University undertakes a targeted recruitment effort for qualified students from the local community. Columbia University has established a scholarship fund to serve up to 40 aid-eligible undergraduate students per year who are admitted to Columbia College and/or the Fu Foundation School of Engineering and Applied Science, with funding made available to meet their fully demonstrated financial need.

From: [Yanira Cantres](#) on behalf of [Community Gov Affairs](#)
To: [Community Gov Affairs](#)
Subject: An Update on Community Services, Amenities, and Benefits of Columbia University's Manhattanville Campus in West Harlem
Date: Wednesday, September 25, 2013 1:20:33 PM

Dear Neighbor,

In addition to its many established community programs and partnerships, Columbia University provides numerous amenities and benefits to the local community in conjunction with the development of a new Manhattanville campus in West Harlem. These commitments reflect the many ways in which the University and the local community have joined together to improve the quality of health, education, culture, and civic life in Upper Manhattan.

I am writing today to share with you a publication entitled [Growing Together: An Update on Community Services, Amenities, and Benefits of Columbia University's Manhattanville Campus in West Harlem](#). This booklet provides an update on construction progress as well as information about many of the programs and services under the [Declaration of Covenants & Restrictions](#) (as agreed to with Empire State Development) and the [West Harlem Community Benefits Agreement](#) (as agreed to with the West Harlem Development Corporation) currently available relating to:

- CHILDREN AND YOUTH
- ELDERLY AND DISABLED
- ADULTS
- EDUCATION, EMPLOYMENT AND JOB TRAINING
- ACCESS TO FACILITIES AND SERVICES
- HOUSING
- MONETARY CONTRIBUTIONS TO
 - A Community Benefits Fund via The West Harlem Development Corporation
 - Harlem Community Development Corporation

We hope you find this information helpful. If you would like more information on any of these programs or services, including information on eligibility and access, please visit our [Community Services Website](#) or contact the Office of Government and Community Affairs at 212-854-2871 or communityaffairs@columbia.edu. You can also request a hard copy of the "Growing Together: An Update on Community Services, Amenities, and Benefits of Columbia University's Manhattanville Campus in West Harlem" booklet at the contact information above. If you would prefer not to receive these periodic updates, please reply to this e-mail with the word "REMOVE" in the subject line.

Sincerely,

Maxine Griffith, AICP
Executive Vice President
Office of Government and Community Affairs
and Special Advisor, Campus Planning

Note: For the purpose of determining program eligibility, "local community" means the neighborhoods in the following zip codes: 10025, 10026, 10027, 10029, 10030, 10031, 10032, 10033, 10034, 10035, 10037, 10039, 10040, 10451, 10454, 10455, 10474 unless otherwise defined.

GROWING TOGETHER

AN UPDATE ON COMMUNITY SERVICES, AMENITIES, AND BENEFITS OF
COLUMBIA UNIVERSITY'S MANHATTANVILLE CAMPUS IN WEST HARLEM

September 2013





Since its inception, the MWL Certificate/Mentorship Program has had 80 firms graduate, obtaining more than \$90 million in contract awards from the City of New York and Columbia University.

MWL CERTIFICATE/MENTORSHIP PROGRAM

In January 2008, Columbia University and the New York City Department of Small Business Services (SBS) began a 5-year construction trades mentorship program designed to enhance the construction knowledge of MWL contractors and help strengthen their business capacity. In the second year of the program, the Columbia School of Continuing Education joined the partnership to provide rigorous academic training and honor the graduates with a Columbia certificate.

Along with technical assistance provided by SBS and the Columbia-Harlem Small Business Development Center, the participants in the program had an opportunity to compete for Columbia and New York City construction contracts. Participants engaged in networking opportunities with key project managers as well as city and University leadership. By the fourth year, the program expanded to include four corporations, BNY Mellon, Con Edison, Goldman Sachs, and National Grid. Each company held sessions at their facilities and introduced the participants to key project staff.

COLUMBIA EMPLOYMENT INFORMATION CENTER

Columbia University has an Employment Information Center at 3180 Broadway, just south of 125th Street, offering a variety of employment services and training programs that can help individuals obtain meaningful work at Columbia or elsewhere

in the community. The Center is an access point for applying for open positions at the University as well as receiving job search assistance and participating in training programs.

The public is invited to visit the Employment Information Center and learn more about employment opportunities at Columbia. During business hours, Monday through Friday, 9 a.m. to 5 p.m., the staff is available to answer questions and share information about construction activity and employment opportunities. Walk-ins are welcome or appointments can be made. The Center offers a 24-hour hotline at 212-851-1551 that provides general information about the Center, information on Columbia job opportunities, construction activities, and construction-related job opportunities.

The Center also offers a series of in-person workshops and online training programs. In-person workshops focus on preparing job seekers and include résumé and cover letter development, interview skills, job search strategies, and dressing for success at an interview. Online training topics include communications, business and personal development skills, sales and customer service, leadership, desktop software, and other areas. To register for an in-person workshop or an online training program, please call 212-851-1551 or visit <http://community-jobs.columbia.edu> for more information.

Columbia Employment Information Center (CEIC)

Link to Columbia University Community Services Website:

www.columbia.edu/communityservices

**Link to "Columbia Employment Information Center (CEIC)"
on Columbia University Community Services Website:**

www.columbia.edu/communityservices/content/columbia-employment-information-center-ceic

The screenshot shows a web page for the Columbia University Community Services website. At the top, there is a navigation bar with the Columbia University logo and links for 'Neighbors Home', 'Site Map', 'Community Calendar', and 'Español'. Below this is a header for 'Manhattanville in West Harlem' with a cityscape graphic. A secondary navigation bar includes links for 'HOME', 'PLANNING, DESIGN & CONSTRUCTION', 'COMMUNITY ENGAGEMENT' (which is highlighted), 'JOBS AND OPPORTUNITY', 'FAQ', and 'NEWS AND RESOURCES'. The main content area is titled 'COMMUNITY ENGAGEMENT' and contains sections for 'Education and Engagement', 'History', and 'Community Services'. The 'Community Services' section is expanded to show details for the 'Columbia Employment Information Center (CEIC)', including its commitment, services provided, eligibility criteria, and how to access them. A footer note at the bottom of the page states: 'This Web site is best viewed using Internet Explorer 7.0, Firefox 2.0, or Safari 1.3.'

Columbia Employment Information Center (CEIC)

Link to CEIC website:
<http://hr.columbia.edu/jobs/ceic>

Columbia University Home Contact Us FAC Service Center Give Feedback Site Map Search HR
Columbia Directory

COLUMBIA UNIVERSITY HUMAN RESOURCES
Employment at Columbia

Home Benefits Employment Learning & Development News Policies Union Contracts Working at Columbia Forms & Documents

Home > Employment > Columbia University Employment Information Center (CEIC)

Columbia University Employment Information Center (CEIC)

[Access](#) | [Information](#) | [Support](#) | [Plan a Visit](#)

With approximately 14,000 full-time employees, Columbia University is the seventh largest private employer in New York City. We are committed to attracting, developing, and retaining a highly qualified workforce to support our mission of excellence in education, research, and service.

Each year, Columbia hires hundreds of new employees, including managers, supervisors, administrative assistants, and other support staff and service-oriented positions. These jobs provide competitive [health and retirement benefits](#), as well as on-the-job [training and career development](#).

Columbia employees come from all five boroughs and beyond, and many live right here in the neighborhoods of upper Manhattan. We especially encourage our neighbors in West Harlem and throughout the city to consider working at Columbia and to apply for jobs at the University.

Columbia University is an equal opportunity/affirmative action employer.

Access

The Center offers free access to computer terminals, so that you may use our online system to apply for open administrative positions at Columbia University (for instructional positions, visit the [Recruitment of Academic Personnel System \(RAPS\)](#)). You are welcome to search the list of current job postings and, if you find a job that interests you, complete the online application process and submit your name as a candidate for the position.

Information

At the Center, in partnership with local architects and designers, we have created a pleasant environment in which to learn more about Columbia's programs and services. Our friendly, informed staff is here to answer questions about working at Columbia. Also, you will find a variety of informational brochures for your convenience. [To Top](#)

Employment Contents

- Columbia University Employment Information Center (CEIC)
- How to Apply
- Salary Information

Visit the Center

We invite you to visit the Employment Information Center and learn more about the employment opportunities at Columbia University.

The Center is open Monday through Friday, 9:00 a.m. to 5:00 p.m., and is conveniently located at 3180 Broadway, on the east side of the avenue, just south of 125th Street.

Walk-ins are welcome. If you have other questions, you may call (212) 851- 1551 or email ceic@columbia.edu.

The Employment Information Center is easily accessible by public transportation: take the #1 subway line or either the M4 or M104 bus to 125th Street, just steps from the Employment Information Center.



We're Here to Help

Columbia University offers a wide range of employment opportunities and now provides improved services for people who are interested in working at the University.

To make employment information and applying for jobs more accessible, we opened the Employment Information Center at 3180 Broadway (just south of 125th Street) in West Harlem.

Upon entering the Employment Information Center, you will be greeted by our friendly staff, who will orient you to the Center and its resources. We have sought to create a pleasant environment where you can learn more about Columbia's programs and services, by browsing through informational brochures or logging on to one of the computer stations.

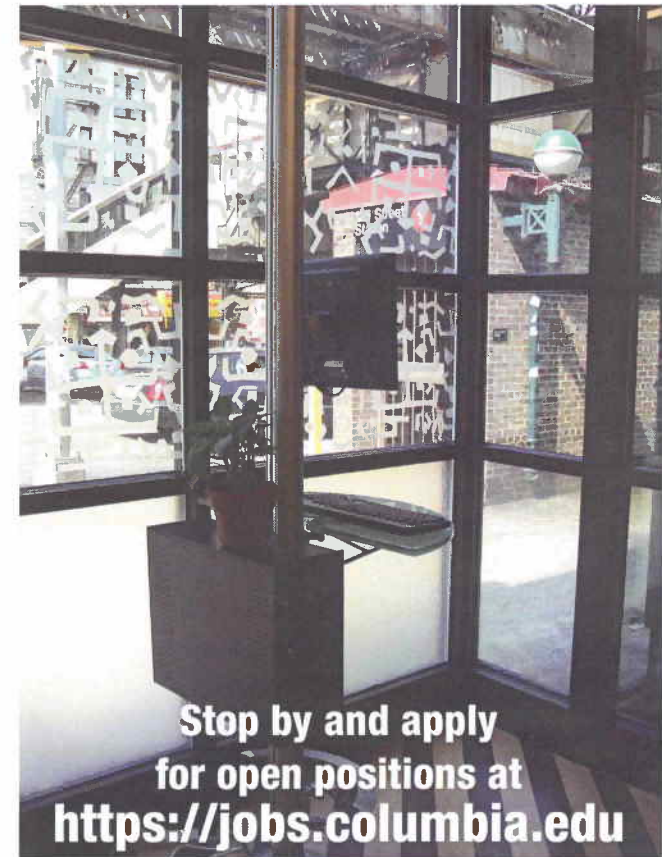
Search the list of current job postings; if you find a job that interests you, complete the online application process and submit your name as a candidate for the position.

Remember that the Center's staff is available to assist you with any questions you have during the application process.

Columbia also has a variety of temporary positions available. Contact the Employment Information Center to learn more about select short-term and seasonal positions you may qualify for.

Columbia University is an equal opportunity/affirmative action employer.

Employment Information Center



3180 Broadway (at 125th Street)
(212) 851-1551 ceic@columbia.edu
Monday - Friday, 9 a.m. - 5 p.m.

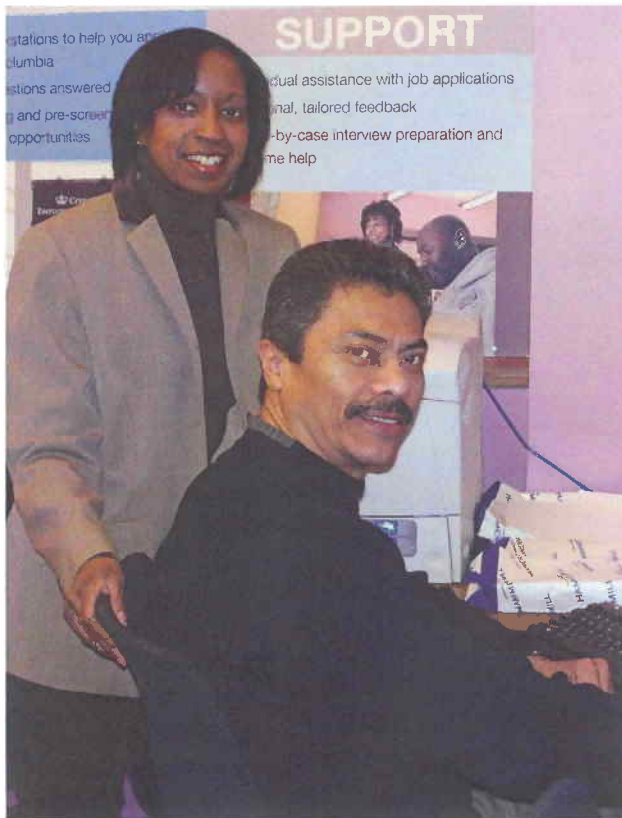
Working at Columbia

With approximately 14,000 full-time employees, Columbia University is one of the largest employers in New York City. We are committed to attracting, developing, and retaining a highly qualified workforce to support our mission of excellence in education, research, and service.

Each year, Columbia hires hundreds of new employees, including administrators, support staff, security officers, lab technicians, and other professional positions. These jobs offer satisfying work and the potential for career advancement.

We provide opportunities for training and development for employees, and most jobs include access to tuition benefits, in addition to healthcare and retirement benefits.

Columbia employees come from all five boroughs and beyond, and many live right here in the neighborhoods of upper Manhattan. We especially encourage our neighbors in West Harlem and throughout the city to consider working at Columbia and to apply for jobs at the University.



Search and Apply for Jobs

Columbia's online application process usually takes less than an hour. It can be completed during your first visit to the Employment Information Center, or from any computer with Internet access.

The Center's staff will guide you through the application process as needed. During your visit, you may complete and submit applications from the Center's computer stations.

Things to Remember:

- All Columbia job applications must be submitted online. Administrative and staff jobs are submitted through <https://jobs.columbia.edu>; instructional positions are managed through a different site, <https://academicjobs.columbia.edu>.
- Each job requires that you apply separately. Once your master application is completed, you will not need to re-enter information—just use the same login and attach the master application for each submission. You may apply for additional positions anytime by using your master application.
- At a minimum, all of our jobs require a high school diploma or the equivalent. If you need a GED, we may be able to direct you to an appropriate resource in your neighborhood.
- You must be eligible to work in the United States to be considered for a position with Columbia.

Key Application Steps

1. Log in to Columbia's online job site at <http://jobs.columbia.edu>.
2. Click on "Search Open Positions" in the menu bar to explore current job listings and to see what qualifications are required to fill the positions.
3. Begin the application process by clicking on "Create Master Application" in the menu bar. You will be asked to create a user name and password to continue the application. Be sure to create only one user name and password. You need to create only one master application, which takes 20 to 40 minutes. The master application contains information required for every application.
4. Once your master application is complete, you will be able to apply for those positions for which you are qualified. You can expect each separate job application to take about 10 minutes to complete.
5. That's it! The system will let you know that your application has been submitted. The hiring department will contact you if your qualifications match their needs and they would like to talk with you more about the position. You can log in to the jobs website at any time to track job openings, apply for other jobs, and see if and when positions have been filled, and you may withdraw an application from consideration at any time.



COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

HUMAN RESOURCES

To: Empire State Development (ESD)
GPP Monitor

From: [REDACTED] Vice President Human Resources

Subject: Columbia Employment Information Center (CEIC) Annual Operating Expenses

Date: July 2, 2013

In accordance with Section 5.07 (c)(xxv) of the Declaration of Covenants & Restrictions (the "Declaration"), this memo serves as certification that the Columbia Employment Information Center (CEIC), referred to as the Community Information, Opportunities and Resources Center (the "Center") in the Declaration, operates with a minimum annual operating budget of \$325,000.

Columbia University is in compliance with Section 5.07 and all commitments related to the CEIC. This memo specifically certifies that the "estimated annual minimum value of maintaining the Center" is \$325,000, in accordance with Section 5.07 (c)(xxv) of the Declaration of Covenants & Restrictions. The full commitment language for Section 5.07 (c)(xxv) is copied below.

A description of the 2013 fiscal year annual budget is as follows:

[REDACTED]	\$ [REDACTED]
[REDACTED]	\$ [REDACTED]
[REDACTED]	\$ [REDACTED]
TOTAL BUDGET	\$565,950.68

Sincerely,

[REDACTED]

[REDACTED]

Vice President Human Resources
Columbia University

Section 5.07 (c)(xxv), Declaration of Covenants & Restrictions (Page 57)

xxv. *Community Information, Opportunities and Resources Center.* Declarant is already operating the Columbia University Employment and Career Center, which shall be maintained and enhanced to create the Community Information, Opportunities and Resources Center (the "Center"). The Center shall be located on the site where the existing Columbia University Employment and Career Center is located, or in a location in or near the Project Site. The Center shall commence full operation with the acquisition by ESDC or Declarant of all Initial Stage 1 Condemnation Parcels, and continue operation for a 25-year period from commencement of full operation of

the Center. The Center shall provide information on all benefits provided under this Section 5.07 and resources to enable local residents and businesses to receive prompt notification of business opportunities and available jobs at Declarant, to learn about construction schedules, safety and mitigation, and to receive information about community-oriented service programs (i.e., technical assistance, clinics, mentoring, volunteerism). The Center shall provide bilingual services and shall be staffed, in part, by persons devoted exclusively to serving as liaison with the community with respect to the obligations incurred by Declarant in connection with the Project. The estimated annual minimum value of maintaining the Center shall be \$325,000.

Administrative Coordinator

Summary:

Primary function is coordinating various Columbia Employment Information Center (CEIC), Temporary Staffing Office and Learning & Development programs and deliverables. Assists with special projects as required. In addition, the Administrative Coordinator is also responsible for administrative back-up in support of the Columbia University Human Resources Department (CUHR) as required. Ability to communicate in both English and Spanish when dealing with CEIC visitors.

Main Duties & Responsibilities:

CEIC- Outreach

- Manages the CEIC online training resource library. Establishes systems access for users, resolves all users inquiries, and generates reports on online training usage to be used for other CEIC metrics and reports.
- Coordinates instructor-led job search training programs at the CEIC: supplies; equipment; materials; meeting space; etc. Assists with presentation of instructor-led job search training programs in both English & Spanish.
- Assists Associate Director, Employment Services with screening of resumes and interviewing candidates for various open positions which the CEIC is actively recruiting for.
- Assists visitors with completing their online JAC applications and answers any questions they may have in the CEIC computer area in both English & Spanish.
- Assists as back-up for "front-desk" reception duties including the answering of the main telephone line, greeting walk-ins, ensuring sign-in and the completion of the CEIC intake form, explaining the services the CEIC offers visitors and referring construction job applicants to the appropriate resources in both English & Spanish.
- Assists NextSource team with staff members who come in to collect their paycheck at the end of each week.

CEIC- Temporary Staffing Office

- Assists as back-up to the CU Temporary Staffing Office team with the answering of telephone calls.
- Assists as back-up in performing data entry into the TAMS system when temps are hired or terminated from the TAMS system.

Learning & Development

- Coordinates New Hire Welcome Program including setting up training room, scheduling presenters and maintaining an inventory of Welcome Packets.
- Schedules and prepares instructor-led training facilities and classrooms including: arranging locations; supplies; resources; equipment; materials; meeting space; catering needs; etc. Coordinates logistics with external vendors for training functions.
- Coordinates training material production and distribution. Delivers training materials to training venues as needed.
- Assist employees with questions related to course information and related training activities. Manages centralized "hrlearning" mailbox and responds, processes or forwards requests in a timely manner.
- Analyzes and compiles financial data for the training budget including processing of invoices, maintaining and reconciling budget plans, forecast and actual monthly expenses, and reporting.
- Reviews, tracks, and maintains training registration ensuring participant payments are processed correctly in Sundial with an FAS account number or credit card.
- Tracks training program attendee lists, attendance sheets and program course evaluations (paper or web-based).

CUHR Administrative Support

- Assists as "back-up" for Executive Assistant to the Vice President, Human Resources as required.
- Assists as "back-up" for front desk/reception area in support of the CUHR department.
- Assists with other CUHR clerical/back-up administrative duties as requested.
- Tracking and responding to hr-operations requests.
- Support other administrative CUHR resources as requested.

Required Skills & Qualifications:

- Bachelor's degree and/or equivalent combination of education and experience required.
- Minimum of 3 years' experience in an administrative support or coordinator role, preferably in a Human Resources Department.
- Superior PC skills with experience in Outlook, Word, Excel and PowerPoint.
- Strong time management skills and ability to manage multiple priorities.
- **Excellent interpersonal and communications skills in both English and Spanish.**
- Proven ability to establish positive working relationships with internal and external stakeholders.
- Capacity to exercise independent judgment in resolution of administrative problems or issues.
- Demonstrated ability to maintain energy, enthusiasm and commitment while managing through change.
- Excellent analytical skills with attention to detail.
- Must demonstrate the ability to ensure security/confidentiality of files, records and planning activities.

Employment Advisor

Summary:

The Employment Advisor assists with the coordination of applicant intake, referrals and advisement on the Columbia Employment Information Center (CEIC) processes and applicable next steps. Collects tracks and prepares monthly tracking reports for management team. Also provides general administrative and clerical services for the Employment Information Center and serves as an assistant to the Associate Director, Employment Services.

Main Duties & Responsibilities:

- Acts as the primary interface with all visitors to the CEIC including walk-ins and phone inquiries. Handles reception duties including the answering of the main telephone line, greeting walk-ins, ensuring sign-in and the completion of the CEIC intake form, explaining the services the CEIC offers visitors and referring construction job applicants to the appropriate resources in both English & Spanish.
- Guides visitors with completing their online JAC applications and answers any questions they may have in the CEIC computer area in both English & Spanish.
- Coordinates, tracks and makes appropriate referrals to for other community support services such as GED, ESL, Training etc.
- Develops and maintains excellent working relationships with applicants, hiring managers, University colleagues and community partners with a strong focus on customer service.
- Assists NextSource team with staff members who come in to collect their paycheck at the end of each week.
- Schedules and coordinates interviews for Associate Director, CUHR Client Managers or other hiring managers.
- Prepares, submits and maintains regular management reports as directed by the Executive Director; compiles and tracks all CEIC statistical data for management by organizing and maintaining employment metrics for Center reporting .
- Handles day-to-day facilities management issues for the Center.

Required Skills & Qualifications:

- Bachelor's degree and/or equivalent combination of education and experience required.
- Minimum of 2 years' experience in an administrative support or coordinator role, preferably in a Human Resources Department.
- Superior PC skills with experience in Outlook, Word, Excel and PowerPoint.
- Strong time management skills and ability to manage multiple priorities.
- **Excellent interpersonal and communications skills in both English and Spanish.**
- Proven ability to establish positive working relationships with internal and external stakeholders.
- Capacity to exercise independent judgment in resolution of administrative problems or issues.
- Demonstrated ability to maintain energy, enthusiasm and commitment while managing through change.
- Excellent analytical skills with attention to detail.
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