

**Manhattanville in West Harlem Implementation Plan Report
October 15, 2014 Submission**

Declaration Reference and Key Data

Obligation Section Number: **5.07(c)(xxv)**

Obligation 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)**

Obligation 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).

Evidence of Compliance

1. Link to CEIC website
2. CEIC Brochure
3. Annual certification that expenses meet or exceed annual commitment of \$325,000
4. Copies of CEIC job description where fluency in Spanish is a job requirement

Columbia University's Implementation Plan and all supporting documentation are made available on the Community Services Webpage at www.columbia.edu/communityservices. For more information about communications and outreach efforts regarding the obligations, please refer to the Annual Community Outreach and Communications Report, which is also available on the Community Services Webpage.

Columbia Employment Information Center (CEIC)

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

Columbia University Home Contact Us PAC 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.

Although walk-ins are welcome, we also invite you to call (212) 851- 1551 or email ceic@columbia.edu to make an appointment.

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.

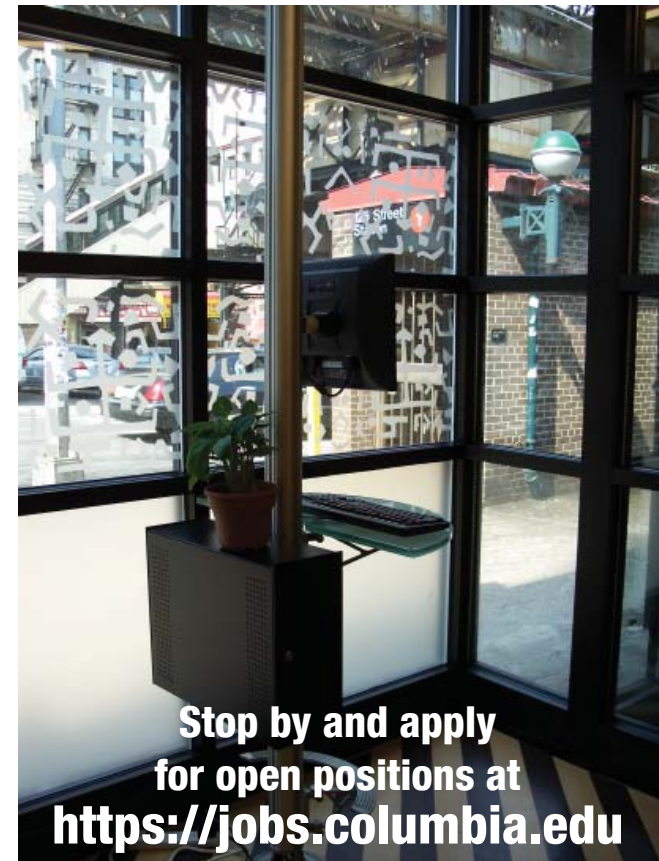
Upon entering the Employment Information Center, you will be greeted by our friendly staff, who will orient you to the Center and its resources. We have sought to create a pleasant environment where you can learn more about Columbia's programs and services, by browsing through informational brochures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

[REDACTED]
Interim Vice President – Human
Resources
Columbia University
Chief Human Resources Officer -
Columbia University Medical Center
650 West 168th Street
New York, NY 10032
[REDACTED]

To: Empire State Development (ESD)
GPP Monitor

From: [REDACTED] Interim Vice President Human Resources

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

Date: August 14, 2014

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 2014 fiscal year annual budget is as follows:

[REDACTED]	\$ [REDACTED]
[REDACTED]	\$ [REDACTED]
[REDACTED]	\$ [REDACTED]
TOTAL BUDGET	\$654,149.88

Sincerely,

[REDACTED]

Interim 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.
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