

**Manhattanville in West Harlem Implementation Plan Report
October 15, 2015 Submission**

Declaration Reference and Key Data

Obligation Section Numbers: **5.07(c)(xxv)(A) – (E)[i]-[iii]**

Obligation Title: **Community Information, Opportunities and Resources Center**

Obligation Page Number: **57-59**

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: Innovation/Changed Conditions

In accordance with the Declaration of Covenants and Restrictions Section 5.08, Obligations 5.07 (c)(xxv)(A)-(E)[i]-[iii] are modified to clarify the obligations. In general, the scope of services to be provided has not been changed.

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, including a hotline and website presence, to enable local residents to receive notification of available jobs at Columbia University, to learn about construction schedules, safety and mitigation, and to receive information about community-oriented service programs (i.e. job training, 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. CEIC will coordinate and/or partner with community-based organizations to host or co-host at least one job fair and/or job readiness training annually.

CEIC will assist local residents in the identification of hands-on learning for business education, training, and career opportunities that include monthly group sessions to accommodate up to 40 persons and/or be accessed electronically. Participants should have the opportunity to receive:

- [i] Referrals for skills training, internships and work-based learning opportunities.
- [ii] A catalog of CUs community-outreach programs.
- [iii] Access to work-based learning programs for high school students, high school drop-outs, individuals transitioning from welfare-to-work, individuals with special needs and veterans.

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)-(E)[i]-[iii].

Evidence of Compliance

1. Link to CEIC website
2. Link to website for CEIC job listings (JAC)
3. Link to CEIC website with information regarding live job readiness training workshops
4. CEIC Brochure

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5. CEIC hotline phone number (212-854-1551)
6. Copies of CEIC job description where fluency in Spanish is a job requirement
7. Annual listing of organizations that provide business, education, training and career opportunities available at the CEIC
8. Link to online training portal
9. Annual report
10. Copies of annual Job Fair advertisements

Columbia University's Implementation Plan and all supporting documentation are made available on the Community Services Webpage at <http://manhattanville.columbia.edu/community-services>. 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.

EOC Checklist for Obligation 5.07(c)(xxv):

Please check to verify EOC items submitted for review.

- ☐ 1. Link to CEIC website
- ☐ 2. Link to website for CEIC job listings (JAC)
- ☐ 3. Link to CEIC website with information regarding live job readiness training workshops
- ☐ 4. CEIC Brochure
- ☐ 5. CEIC hotline phone number (212-854-1551)
- ☐ 6. Copies of Center job description where fluency in Spanish is a job requirement
- ☐ 7. Annual listing of organizations that provide business, education, training and career opportunities available at the CEIC
- ☐ 8. Link to online training portal
- ☐ 9. Annual report
- ☐ 10. Copies of annual Job Fair advertisements

Monitor's Notes / Comments:

Columbia Employment Information Center (CEIC)

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

 Columbia University in the City of New York

HUMAN RESOURCES

Search Human Resources

GO

Columbia University Human Resources

Welcome to Columbia University Human Resources.

We are a department committed to operational excellence, ethical leadership and expanding the value and effectiveness of the services we offer to support the University's mission and the community in which we live and work.



HOME ▶ Links Especially For ▶ Prospective Employees ▶ CU Employment Information Center ▶ CEIC Mission & Overview

 Text Size

 Email

 Print

Helpful Tools

Policies

Forms & Documents

Course Catalog

HR Manager Toolkit >

Columbia University 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.

We're Here to Help

Find Out About...

Benefits >

Professional Development >

Work Life

Medical Center Human Resources

Events & Announcements >

Especially For

New Hires >

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.

Columbia Employment Information Center (CEIC)

Link to website for CEIC job listings:

<https://jobs.columbia.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1335193183562>

CU HomeCU Human ResourcesCU MC Human ResourcesJob Opportunities

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Human Resources
Employment Opportunities

HOME
SEARCH OPEN POSITIONS
CREATE MASTER APPLICATION
LOGIN

• HOW TO APPLY

Welcome, and thanks for your interest in a career with
Columbia University!

Please see the menu on the left for links to key information.

New Users

- To search for administrative and staff positions, click the [Search Open Positions](#) link at left. For academic and research officer positions, please visit [RAPS at Columbia](#) or [HERC](#).
- To apply for a job, click the [Create Master Application](#) link at left, then follow the directions.
- Do not create more than one master application. The system will allow you to apply to multiple positions from the same master application.

Returning Users

- Click [Login](#), and enter your username and password
- This enables you to:
 - Edit and/or update your existing master application.
 - Apply to new jobs without re-entering your master application information.
 - Review the status of positions you have applied to.

Equal Opportunity Employment

Columbia University is an [Equal Opportunity and Affirmative Action employer](#). It is committed to a workforce of faculty and staff that reflects the diversity and talent of New York City, the larger metropolitan area, and the nation. It is also committed to a working and learning environment supportive of its faculty and staff in their pursuit of productive and fulfilling professional and personal lives.

Local Hiring

Columbia University is committed to the hiring of qualified local residents.

Disability Accommodations

Columbia University provides reasonable accommodations to qualified individuals with disabilities who can perform the essential functions of the position. If you need a reasonable accommodation for any part of the application and hiring process, please notify: Manager of Return to Work Program, Office of Human Resources at hredisability@columbia.edu. Decisions on granting reasonable accommodation will be made on a case-by-case basis.

NCAA Statement

As a member of the National Collegiate Athletic Association (NCAA) and the Council of Ivy Group Presidents (Ivy League), it is imperative that members of the Columbia University community, in all matters related to the intercollegiate athletics program, exhibit the highest professional standards and ethical behavior with regard to adherence to NCAA, Conference, University, and Department of Intercollegiate Athletics and Physical Education rules and regulations.

CLERY ACT NOTIFICATION OF AVAILABILITY OF ANNUAL SECURITY REPORT TO PROSPECTIVE EMPLOYEES AND STUDENTS

Columbia University prepares an annual security report which is available to all current and prospective employees and students. The report includes statistics for the three previous years concerning reported crimes that occurred on campus, in certain off campus buildings or property owned or controlled by Columbia University, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies

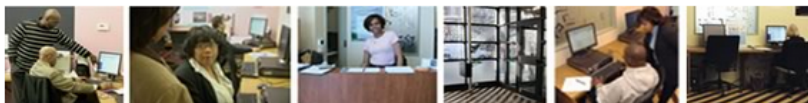
Columbia Employment Information Center (CEIC)

Link to CEIC website with information regarding live job readiness training workshops:
<http://community-jobs.columbia.edu>

Columbia University in the City of New York

Directory | Help

EMPLOYMENT INFORMATION CENTER



FREE JOB READINESS TRAINING FOR THE COMMUNITY

Topics at each session include Interviewing Skills, Résumé Building, Job Search Strategies and tips on how to Dress for Success.

Our free workshops for the community last two hours and begin promptly at 3:00 p.m.

2015 Free Workshop Dates

Our free workshops are usually held the first Wednesday of the month. Our winter and spring 2015 dates are:

- June 3
- July 8
- August 5
- September 2
- October 7
- November 4
- December 2

To reserve your seat, call 212-851-1551 or email us at communityjobs@columbia.edu today.



OUR SERVICES

WHAT'S NEW

In February 2014, the Center for Urban Community Services presented the CEIC with a certificate of appreciation, in recognition of our commitment, dedication and continued support of their employment program.



On December 5, 2013, the CEIC was presented with a Distinguished Partner of the Year Award from the Jobs Plus Program at Hostos Community College. The CEIC received the award for its partnership with Jefferson Houses in the South Bronx, as part of the Center's local hiring initiatives.

The award was one of six which Jobs Plus gave to participating organizations for placing a significant number of NYCHA residents in jobs during the past year.

The CEIC works with Jefferson Houses and other local communities to both support job placement at Columbia and provide free job readiness training.

VISIT THE CENTER

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

The Center is open, and is conveniently located at 3180 Broadway, just south of 125th Street. Walk-ins are welcome, or you may make an appointment.

During the Center's regular business hours – Monday through Friday, 9 a.m. to 5 p.m. – staff are available to answer questions and provide information related to construction activity and employment opportunities. Walk-ins are welcome, or you may make an appointment.

After regular 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.

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.

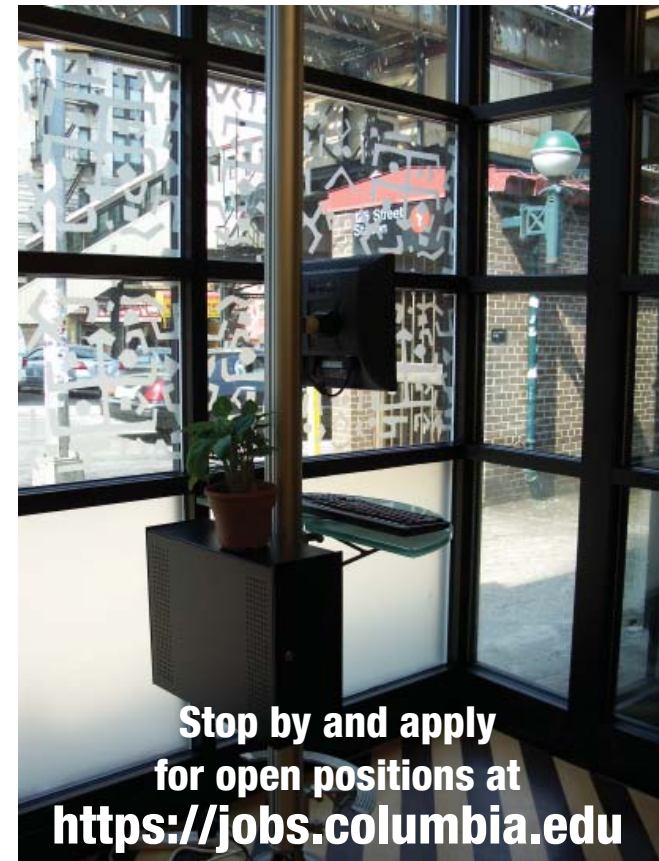
Upon entering the Employment Information Center, you will be greeted by our friendly staff, who will orient you to the Center and its resources. We have sought to create a pleasant environment where you can learn more about Columbia's programs and services, by browsing through informational brochures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

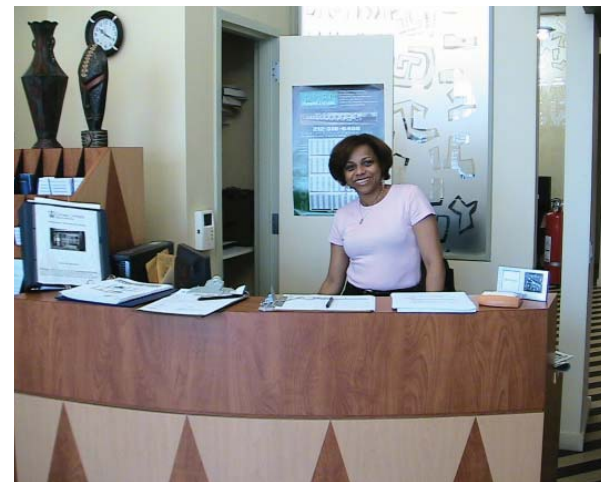
The Center's staff will guide you through the application process as needed. During your visit, you may complete and submit applications from the Center's computer stations.

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 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 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.

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:

- résumé and cover letter development
- job search strategies
- interview skills
- 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
- leadership
- business skills
- administrative professional skills
- personal development skills
- project management foundations
- participating in teams
- desktop software
- sales and customer service

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.

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



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.

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.

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.

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.
- Must demonstrate the ability to ensure security/confidentiality of files, records and planning activities.

Listing of Organizations that Provide Business, Education, Training and Career Opportunities

	1	2	3	4	5	6	7	8	9	10	11
NYC AGENCY EDUCATION & WORKFORCE TRAINING INCLUDES:	Services for Small Businesses	Integrated support services	Classes for skilled trades	Classes for Administrative Support	Classes for Technology	Classes for Management	Classes for Administration	Skills Training	Internships	Work-based learning opportunities	Work-based learning programs for high school students
Do they provide bilingual services? (Y/N)	Y										
Employment											
Workforce 1	x	x	x					x	x	x	x
Strive	x	x	x						x	x	
Abyssinian Development Corporation			x					x	x		x
Bronx Works	x	x	x		x			x	x	x	
Northern Manhattan Improvement Corporation	x	x	x		x			x	x		
HCCI			x					x			
Goodwill Industries											
AARP Foundation		x	x	x	x			x			
FEGS	x	x							x		
Volunteers of America		x						x		x	
Grant Associates		x									
Henkels & McCoy			x	x	x			x	x	x	x
West Harlem Group Assistance	x	x	x		x			x	x		
Education (GED, ESOL, Literacy)											
Community Impact (Columbia University)	x	x	x	x	x			x	x	x	
Harlem YMCA	x	x	x								
Literacy Partners	x	x	x					x	x		
Small Business Development											
Harlem Business Alliance	x	x									
Workforce 1 Business Solutions	x	x	x	x	x	x	x	x			
Governmental Agency Partners											
Department of Veteran's Affairs	x	x									
NYCHA	x	x									
Department for the Aging	x	x	x					x			
CUNY	x	x	x	x	x	x	x	x	x		
NYC Economic Development Corporation	x	x									
NYC Department of Health & Mental Hygiene	x	x									
NYC Human Resources Administration	x	x									
NYC Parks & Recreation	x	x									
NYC of Youth & Community Development	x	x	x						x	x	x

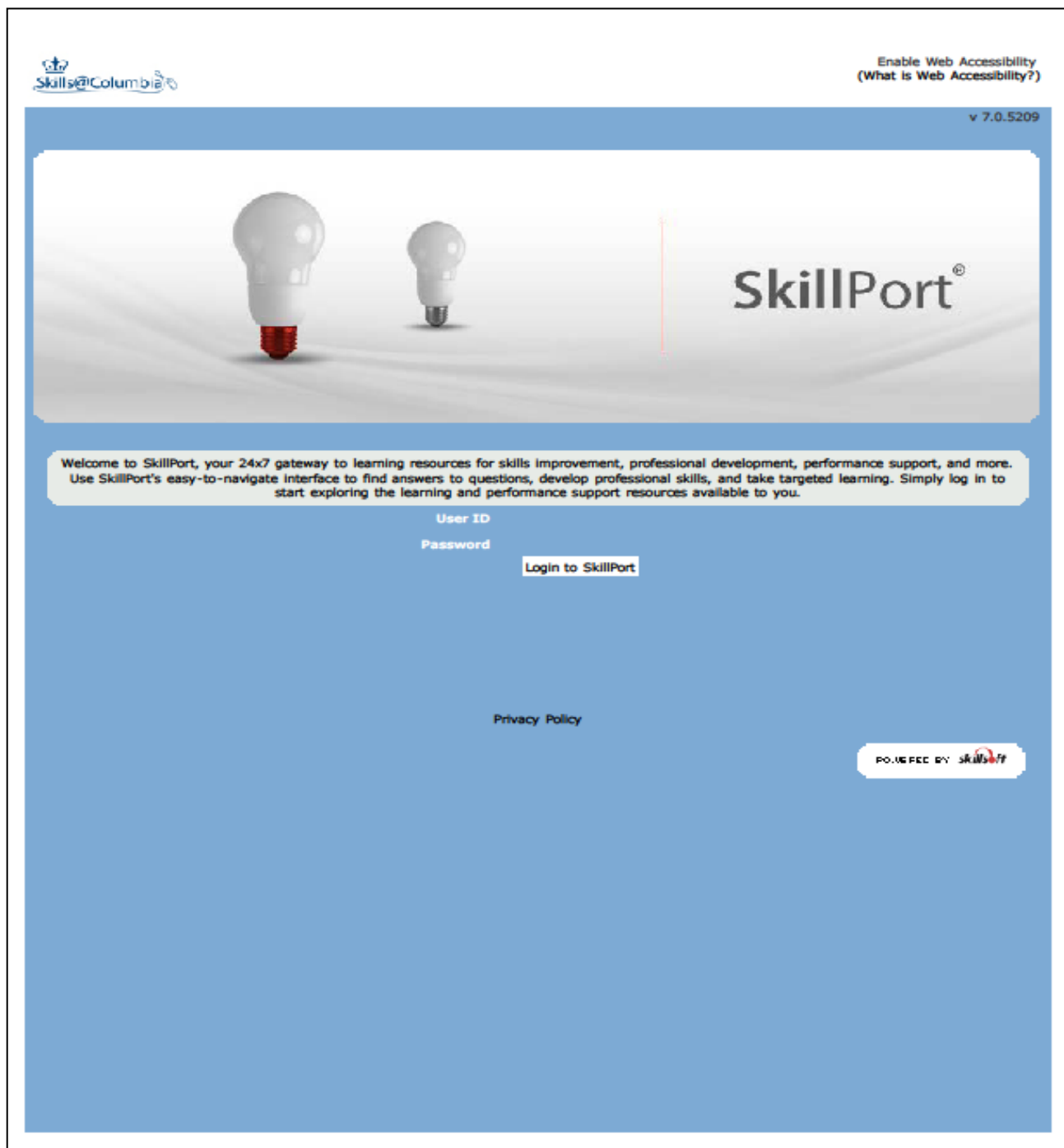
Listing of Organizations that Provide Business, Education, Training and Career Opportunities

	12	13	14	15	16
NYC AGENCY EDUCATION & WORKFORCE TRAINING INCLUDES:	Work-based learning programs for high school dropouts	Work-based learning programs for individuals transitioning from welfare-to-work	Work-based learning programs for individuals with special needs	Work-based learning programs for veterans	Leasing Space
Do they provide bilingual services? (Y/N)					
Employment					
Workforce 1	x	x		x	x
Strive					
Abyssinian Development Corporation	x	x			
Bronx Works					
Northern Manhattan Improvement Corporation					
HCCI					
Goodwill Industries					
AARP Foundation				x	
FEGS		x	x		
Volunteers of America	x	x	x	x	
Grant Associates					
Henkels & McCoy	x				
West Harlem Group Assistance					
Education (GED, ESOL, Literacy)					
Community Impact (Columbia University)					
Harlem YMCA					
Literacy Partners					
Small Business Development					
Harlem Business Alliance					
Workforce 1 Business Solutions					
Governmental Agency Partners					
Department of Veteran's Affairs					
NYCHA					
Department for the Aging					
CUNY					
NYC Economic Development Corporation					
NYC Department of Health & Mental Hygiene					
NYC Human Resources Administration					
NYC Parks & Recreation					
NYC of Youth & Community Development	x	x			

Columbia Employment Information Center (CEIC)

Link to Online Training Portal:

<https://skillsatcolumbia.skillport.com/>



Annual Report: Columbia Employment Information Center (CEIC) - Record of Referrals

State Submission Annual Reporting Period: **October 2014 - September 2015**

The Columbia Employment Information Center (CEIC) identifies and provides training to local community members by offering live and online training sessions to job seekers at the Center and/or by making referrals to external outreach agencies that offer training programs.

Job Readiness Training Provided by the Columbia Employment Information Center

Month	Used Online Training (cumulative total MTD)	Attended Live Training	Attended One-on- One Training	Total
Oct-2014	3160**	18	86	104
Nov-2014	3182**	3	90	93
Dec-2014	3221**	19	57	76
Jan-2015	3313**	15	79	94
Feb-2015	3367**	22	116	138
Mar-2015	3435**	12	131	143
Apr-2015	3450**	15	140	155
May-2015	3468**	16	154	170
Jun-2015	3487**	35	164	199
Jul-2015	3503**	24	122	146
Aug-2015	3532**	14	127	141
	3532**	193	1266	1459

* Data available as of August 2015

** Cumulative total users month to date

Online Training is available at: <https://skillsatcolumbia.skillport.com/skillportfe/login.action>. Log-in information is provided by the CEIC.

Live Training is conducted in group sessions. Topics at each session include Interviewing Skills, Resume Building, Job Search Strategies and tips on how to Dress for Success. For a listing of free job readiness training workshops available at the Center, visit: <http://community-jobs.columbia.edu>

One-on-One Training is conducted in individual sessions. Topics are based on individual need, but may include topics discussed in live training sessions.

External Referrals to Training Programs Made by the Columbia Employment Information Center (by category)

Month	GED	ESL	Vocational Training*	NYC Agency Education & Workforce Training	Total
Oct-2014	1	0	0	0	1
Nov-2014	4	0	0	0	4
Dec-2014	2	0	0	0	2
Jan-2015	4	1	1	0	6
Feb-2015	2	0	0	0	2
Mar-2015	2	0	3	0	5
Apr-2015	3	3	1	0	6
May-2015	0	1	0	0	1
Jun-2015	3	0	0	0	3
Jul-2015	0	1	0	0	1
Aug-2015	0	0	0	0	0
	21	6	5	0	31

*Vocational training referrals include the areas of skilled trades, administrative support, technology, management, and administrative support.

Annual Report: Columbia Employment Information Center (CEIC) Job Fairs

State Submission Annual Reporting Period: **October 2014 - September 2015**

Job Fairs Hosted by Columbia University

Name of Job Fair	Job Fair Host(s)	Date	Location
Empire State Development (ESD) & Columbia University MWBE/Small Business Resource Expo	Columbia University & Empire State Development Corporation (ESD)	April 17, 2015	Columbia University, Alfred Lerner Hall 2920 Broadway

Job Fairs in which Columbia University Participated

Name of Job Fair	Job Fair Host(s)	Date	Location
Services for the Underserved Hiring Event	Services for the Underserved (SUS) Veterans Division	November 13, 2014	Services of the Underserved 39 Broadway, Suite 1140 New York, NY 10006
NYPD Harlem Job Fair	NYPD 26th Precinct	November 22, 2014	Our Children's Foundation 527 W 125th Street New York, NY 10027
#HIRELOCAL	East Harlem Talent Network	March 28, 2015	Silberman School of Social Work 2180 Third Ave. New York, NY 10035
Services for the Underserved Hiring Event	Services for the Underserved (SUS) Veterans Division	April 23, 2015	Services of the Underserved 39 Broadway, Suite 1140 New York, NY 10006
Bronx EOC Job Fair	SUNY Bronx Educational Opportunity Center	April 29, 2015	Bronx Educational Opportunity Center 1666 Bathgate Avenue Bronx, NY 10457

Additional Supporting Documentation

- Copies of Job Fair advertisement flyers

EMPIRE STATE DEVELOPMENT (ESD) AND COLUMBIA UNIVERSITY MWBE/SMALL BUSINESS RESOURCE EXPO

Learn About:

- ⇒ Resources for small businesses in New York State (NYS)
- ⇒ NYS Minority and women-owned business certification process
- ⇒ Finance & business-development assistance, including ESD's
"Bridge to Success" and "Business Mentor NY" programs
- ⇒ Retail opportunities at Columbia's Manhattanville campus
- ⇒ Upcoming construction subcontracting opportunities at the
Manhattanville campus

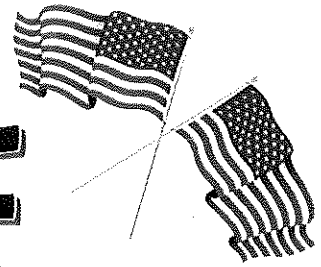
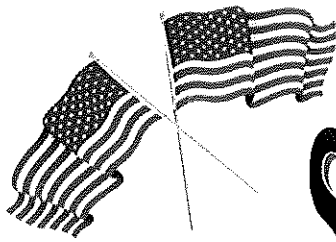
Date: Friday, April 17, 2015

Time: 9:00 a.m. – 1:00 p.m. Open House
1:00 p.m. – 2:30 p.m. Workshops

Location: Columbia University
Alfred Lerner Hall – Boone Arledge Auditorium
2920 Broadway (115th St. & Broadway)
New York, NY 10027

Information &

Registration: <http://www.columbia.edu/April17expo>



SAVE THE DATE

S:US

SERVICES FOR THE UNDERSERVED

HIRING EVENT

THURSDAY NOVEMBER 13

10:00AM – 1:00PM

39 BROADWAY, SUITE 1140

NEW YORK, NY 10006

EMPLOYERS AND JOBS AVAILABLE:



ALLIEDBARTON®
SECURITY SERVICES

Local Response National Support

S:US

SERVICES FOR THE UNDERSERVED



- SECURITY
- FACILITY MAINTENANCE
- ADMINISTRATIVE
- HUMAN SERVICES

NEED A SUIT?

Veterans are invited to select professional or work clothing from the Goodwill Store. Military identification is required.

Sat. – Tues. Nov 8-11



NYPD HARLEM JOB FAIR

Saturday, November 22nd, 2014

1:00 pm - 4:00 pm

Our Children's Foundation

527 West 125th Street NY, NY 10027

(Between Old Broadway & Amsterdam Avenue)

Please bring multiple copies of your current resume!

Business attire - No large bags or backpacks allowed inside

Meet representatives from organizations such as: Chase Bank, City National Bank, Dinosaur Barbecue, City College, Modell's Sporting Goods, Starbucks, Popular Community Bank, Rite Check, Duane Reade, Mel's Burgers, Staples, Morningside Heights Housing Corporation, Energy Solutions and many more.

For more information, contact Community Affairs Police Officer, Jason Harper at 212-678-1301, or Crime Prevention Police Officer, Kathleen Clifford at 212-678-1330.



**MODELL'S
SPORTING GOODS**



City National Bank



#HIRELOCAL

a community recruitment event
for employment and job training

Saturday, March 28
11am - 4pm

Silberman School of Social Work
2180 3rd Ave, New York, NY 10035
(E 119th and 3rd Ave)

16 and older Criminal Justice record welcome

Bring your resume and be dressed in business attire

Must have state issued ID



#HIRELOCAL

Free Workshops Provided

Good Credit–Good Job: Learn how to understand your credit so you may obtain a better job.

Resume Prep: Get tips to ramp up your resume.

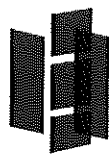
Interviewing Skills 101: Need to ace your interview? Learn the tips to get that job.

Getting Past the Conviction to Gain and Sustain Employment: If you have been convicted of a felony, learn how to gain and sustain employment.

How to Dress for Success: Dress for the interview and work place.

Childcare Referrals and Resources: Need childcare? We will have referral sources for you.

Employer Panel: Hear from local employers on what it takes to get hired.



**EAST HARLEM
TALENT NETWORK**

Connecting local talent to local jobs

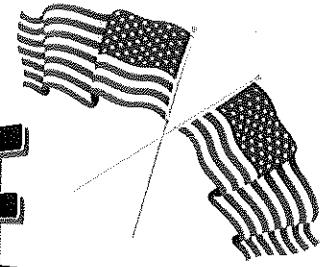
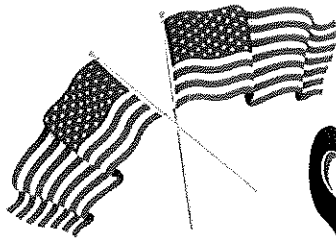


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[Web Version](#)

[Forward](#)

[Unsubscribe](#)



SAVE THE DATE

S:US

SERVICES FOR THE UNDERSERVED

HIRING EVENT

THURSDAY APRIL 23

9:00AM – 1:00PM

39 BROADWAY, SUITE 1140

NEW YORK, NY 10006

EMPLOYERS AND JOBS AVAILABLE:



 **COLUMBIA UNIVERSITY**
IN THE CITY OF NEW YORK

Montefiore
Inspired Medicine



- **SECURITY**
- **FACILITY MAINTENANCE**
- **ADMINISTRATIVE**
- **HUMAN SERVICES**

S:US

Services for the UnderServed

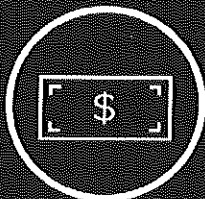


Goodwill Industries
of Greater New York and Northern New Jersey Inc

Job Fair

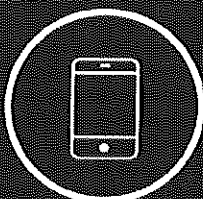
WEDNESDAY
APRIL 29
10 AM - 2 PM

BronxEOCJobFair.Eventbrite.com



OPPORTUNITIES

Banking
Security
Healthcare
Technology
Civil Service
Administrative
Direct Support
Customer Service



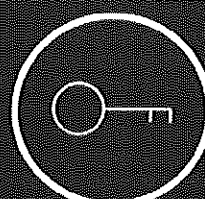
CONTACT

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Charles.Beasley@bronx.eoc.suny.edu

Frank.Munoz@bronx.eoc.suny.edu



SUCCESS

Bring 10 resumes
Business Attire
Arrive Early
Register
Prepare
Attend

Free Admission

Stronger Bronx



State University of New York
Bronx Educational Opportunity Center
1666 Bathgate Avenue
Bronx, NY 10457
(718) 530-7000
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twitter.com/BronxEOC
BronxEOC.org