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
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](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:**

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Manhattanville in West Harlem
Implementation Plan Report

Declaration Section 5.07 (c)(xxv)
Columbia Employment Information Center (CEIC)

Columbia Employment Information Center (CEIC)

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

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.

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
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
Columbia Employment Information Center (CEIC)

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

FREE JOB READINESS TRAINING FOR THE COMMUNITY

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

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

2016 Free Workshop Dates

Our free workshops are usually held the first Wednesday of the month. Our winter and spring 2016 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 as today.

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.

OUR SERVICES
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.
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


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.
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
- interview skills
- job search strategies
- dressing for success on an interview
- leadership
- administrative professional skills
- project management foundations
- desktop software

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
- 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.

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.

www.community-jobs.columbia.edu • 3180 Broadway • 212-851-1551
communityjobs@columbia.edu
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
- Preparación de la entrevista
- Estrategias para la búsqueda de trabajo
- Vistiéndose bien para la entrevista de trabajo

TALLERES EN PERSONA

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.

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
- Habilidades de negocios
- Liderazgo
- Desarrollo de habilidades profesionales
- Desarrollo de proyectos
- Desarrollo de software
- Trabajo en equipo
- Desarrollo de software
- Ventas y atención al cliente
- Liderazgo
- Desarrollo de habilidades profesionales
- Desarrollo de proyectos
- Desarrollo de software
- Trabajo en equipo
- Desarrollo de software
- Ventas y atención al cliente
- Preparación de la entrevista
- Estrategias para la búsqueda de trabajo
- Vistiéndose bien para la entrevista de trabajo

PLANEE UNA VISITA


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.

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.

Especially 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 empleo 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.

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- Temporarily 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

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<th>NYC AGENCY EDUCATION &amp; WORKFORCE TRAINING INCLUDES:</th>
<th>Services for Small Businesses</th>
<th>Integrated support services</th>
<th>Classes for skilled trades</th>
<th>Classes for Administrative Support</th>
<th>Classes for Technology</th>
<th>Classes for Management</th>
<th>Classes for Administration</th>
<th>Skills Training</th>
<th>Internships</th>
<th>Work-based learning opportunities</th>
<th>Work-based learning programs for high school students</th>
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## 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

<table>
<thead>
<tr>
<th>Month</th>
<th>Used Online Training (cumulative total MTD)</th>
<th>Attended Live Training</th>
<th>Attended One-on-One Training</th>
<th>Total</th>
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<td>Oct-2014</td>
<td>3160**</td>
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<td>86</td>
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<td>Nov-2014</td>
<td>3182**</td>
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<td>Dec-2014</td>
<td>3221**</td>
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<td>Jan-2015</td>
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<td>Feb-2015</td>
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<td>Mar-2015</td>
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<td>Jun-2015</td>
<td>3487**</td>
<td>35</td>
<td>164</td>
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<td>Jul-2015</td>
<td>3503**</td>
<td>24</td>
<td>122</td>
<td>146</td>
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<td>Aug-2015</td>
<td>3532**</td>
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**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](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](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)

<table>
<thead>
<tr>
<th>Month</th>
<th>GED</th>
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<th>Vocational Training*</th>
<th>NYC Agency Education &amp; Workforce Training</th>
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*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

<table>
<thead>
<tr>
<th>Name of Job Fair</th>
<th>Job Fair Host(s)</th>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>Empire State Development (ESD) &amp; Columbia University MWBE/Small Business Resource Expo</td>
<td>Columbia University &amp; Empire State Development Corporation (ESD)</td>
<td>April 17, 2015</td>
<td>Columbia University, Alfred Lerner Hall 2920 Broadway</td>
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### Job Fairs in which Columbia University Participated

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

- Copies of Job Fair advertisement flyers
EMPIRE STATE DEVELOPMENT (ESD) AND COLUMBIA UNIVERSITY MWBE/SLOW 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 – Roone 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:

THE NEW YORK FOUNDLING

ALLIED BARTON SECURITY SERVICES
Local Response National Support

S:US NYU Langone MEDICAL CENTER

• 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.
#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.
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:

THE NEW YORK FOUNDLING

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Montefiore
Inspired Medicine

JAVITS CENTER
Marketplace for the World

S:US
Services for the UnderServed

• SECURITY
• FACILITY MAINTENANCE
• ADMINISTRATIVE
• HUMAN SERVICES

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
SUNY Bronx EOC
1666 Bathgate Avenue
Bronx, NY 10457
718.530.7000
Shirley.Nelson@bronx.eoc.suny.edu
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

SUNY eoc BRONX COMMUNITY COLLEGE
State University of New York
Bronx Educational Opportunity Center
1666 Bathgate Avenue
Bronx, NY 10457
(718) 530-7000

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