

**Manhattanville in West Harlem Implementation Plan Report  
October 17, 2016 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 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. 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. The estimated annual minimum value of maintaining the Center shall be \$325,000. Columbia shall collaborate with appropriate organizations to develop and maintain the center which shall provide, among other things, the following services:

- (A) Provide access to Columbia’s job listings with detailed descriptions of job qualifications, including a regularly updated information hotline to provide callers with information relating to Declarant’s employment opportunities and continuing counsel and assistance to local residents seeking employment with Declarant.
- (B) Coordinate Columbia’s resources with (i) appropriate job training centers, (ii) City, State and Federal agencies and (iii) other educational institutions and organizations to provide bilingual referral information regarding services for small businesses, leasing space from Declarant and facilitating access to integrated support services.
- (C) Identify and provide referrals to training programs and classes in areas such as the skilled trades, administrative support, technology, management, and administration, and where feasible, coordinate with State and City education programs and institutions in the administration of such programs.

**Manhattanville in West Harlem Implementation Plan Report  
October 17, 2016 Submission**

- (D) Coordinate and host job fairs and job training/job readiness in the community not less than once a year.
- (E) Assist local residents in the identification of business, education, training, and career opportunities that provide opportunities for hands-on learning, and competency based instruction based on industry standards. Such programs shall include one group session per month where up to forty (40) persons per session will receive:
- [i] Referrals for skills training, internships and work-based learning opportunities with Declarant and through community-based organizations supported by Declarant.
  - [ii] A catalog of Declarant's community outreach programs.
  - [iii] Access to work-based learning programs for high school students, high school dropouts, individuals transitioning from welfare-to-work, individuals with special needs, and veterans.

**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 communications

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

**Manhattanville in West Harlem Implementation Plan Report  
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**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 communications

**Monitor's Notes / Comments:**

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**Status:**

Please check to indicate the status of Obligation 5.07(c)(xxv):

- In Compliance
- In Progress
- Not In Compliance
- Not Triggered

# Columbia Employment Information Center (CEIC)

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



## HUMAN RESOURCES

### 2016 Professional Development Classes

Sign up for an in-person workshop this fall.

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



- 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

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 Home | CU Human Resources | CUMC Human Resources | Job Opportunities



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

Human Resources  
**Employment Opportunities**

HOME  
SEARCH OPEN POSITIONS  
CREATE MASTER APPLICATION  
LOGIN

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

#### Note to Returning Applicants

Due to an update in our application, effective on 12/2/2015 you will be required to edit your application and respond to some new questions. You may do this before applying to a position, or you may simply apply to the position and you will be directed through your application before beginning the application process.

#### Note to Returning Users:

This organization is a federal contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA). The final rules now require contractors and subcontractors to invite applicants to self-identify as protected veterans or individuals with disabilities.

You can update your demographic information by logging in and clicking on "EDIT APPLICATION".

The information is being requested on a voluntary basis, and will be kept confidential. Refusal to provide this information will not subject the applicant to any adverse treatment, and will not be used in a manner inconsistent with the act.

**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 -- Race/Gender/Disability/Veterans](#). 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

## 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.

#### Free Workshop Dates

Our free workshops are usually held the **first Wednesday of the month**. Our 2016 workshop dates are:

- May 4, 2016
- June 1, 2016
- July 6, 2016
- August 3, 2016
- September 7, 2016
- October 5, 2016
- November 2, 2016
- December 7, 2016

To reserve your seat, call **212-851-1551** or email us at [communityjobs@columbia.edu](mailto:communityjobs@columbia.edu) today.



### WHAT'S NEW



In March 2016, [Northern Manhattan Improvement Corporation](#) (NMIC) presented the CEIC with a certificate in recognition of our commitment, dedication and continued support of their employment program. The CEIC works with NMIC to provide free job readiness training and supports job placement at Columbia.

### 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-



## 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 125<sup>th</sup> Street.

Although walk-ins are welcome, we also invite you to call (212) 851- 1551 or email [ceic@columbia.edu](mailto: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 125<sup>th</sup> 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 125<sup>th</sup> Street) in West Harlem.

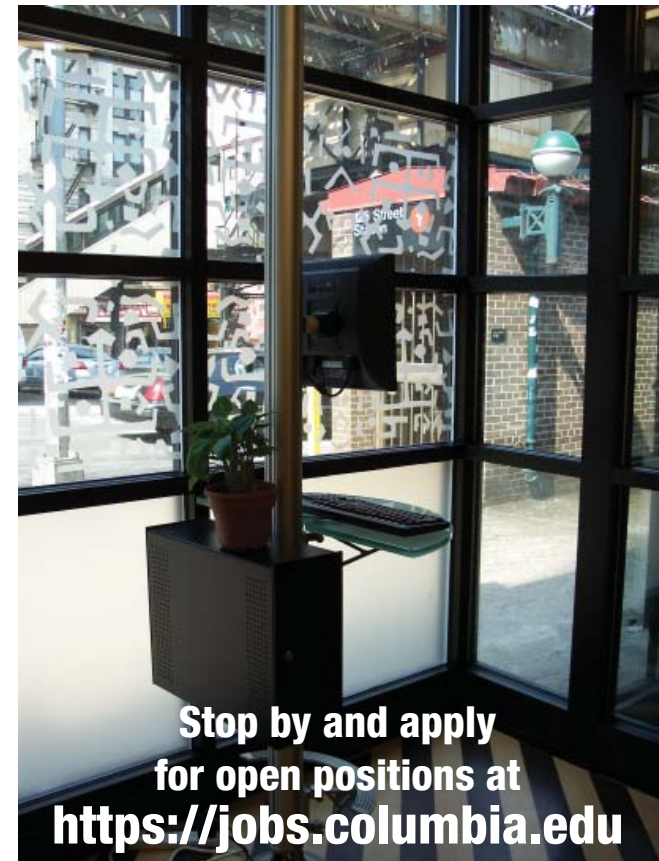
Upon entering the Employment Information Center, you will be greeted by our friendly staff, who will orient you to the Center and its resources. We have sought to create a pleasant environment where you can learn more about Columbia's programs and services, by browsing through informational brochures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



**Stop by and apply  
for open positions at  
<https://jobs.columbia.edu>**

3180 Broadway (at 125<sup>th</sup> Street)  
(212) 851-1551 | [ceic@columbia.edu](mailto: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](http://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](mailto: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](http://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](mailto: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
<b>NYC AGENCY EDUCATION &amp; WORKFORCE TRAINING INCLUDES:</b>	<b>Services for Small Businesses</b>	<b>Integrated support services</b>	<b>Classes for skilled trades</b>	<b>Classes for Administrative Support</b>	<b>Classes for Technology</b>	<b>Classes for Management</b>	<b>Classes for Administration</b>	<b>Skills Training</b>	<b>Internships</b>	<b>Work-based learning opportunities</b>	<b>Work-based learning programs for high school students</b>
<b>Do they provide bilingual services? (Y/N)</b>	<b>Y</b>										
<b>Employment</b>											
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									
Henry Street Settlement		x						x	x		x
Henkels & McCoy			x	x	x			x	x	x	x
Dress for Success		x						x			
Services for the Underserved (Verterans Services)		x									
West Harlem Group Assistance	x	x	x		x			x	x		
<b>Education (GED, ESOL, Literacy)</b>											
Community Impact (Columbia University)	x	x	x	x	x			x	x	x	
Harlem YMCA	x	x	x								
Literacy Partners	x	x	x					x	x		
<b>Small Business Development</b>											
Harlem Business Alliance	x	x									
NYC Business Solutions	x	x	x	x	x	x	x	x			
<b>Governmental Agency Partners</b>											
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		
NYS Department of Labor	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									

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

	1	2	3	4	5	6	7	8	9	10	11
<b>NYC AGENCY EDUCATION &amp; WORKFORCE TRAINING INCLUDES:</b>	<b>Services for Small Businesses</b>	<b>Integrated support services</b>	<b>Classes for skilled trades</b>	<b>Classes for Administrative Support</b>	<b>Classes for Technology</b>	<b>Classes for Management</b>	<b>Classes for Administration</b>	<b>Skills Training</b>	<b>Internships</b>	<b>Work-based learning opportunities</b>	<b>Work-based learning programs for high school students</b>
<b>Do they provide bilingual services? (Y/N)</b>	<b>Y</b>										
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
<b>NYC AGENCY EDUCATION &amp; WORKFORCE TRAINING INCLUDES:</b>	<b>Work-based learning programs for high school dropouts</b>	<b>Work-based learning programs for individuals transitioning from welfare-to-work</b>	<b>Work-based learning programs for individuals with special needs</b>	<b>Work-based learning programs for veterans</b>	<b>Leasing Space</b>
<b>Do they provide bilingual services? (Y/N)</b>					
<b>Employment</b>					
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					
Henry Street Settlement	x	x		x	
Henkels & McCoy	x				
Dress for Success					
Services for the Underserved (Veterans Services)				x	
West Harlem Group Assistance					
<b>Education (GED, ESOL, Literacy)</b>					
Community Impact (Columbia University)					
Harlem YMCA					
Literacy Partners					
<b>Small Business Development</b>					
Harlem Business Alliance					
NYC Business Solutions					
<b>Governmental Agency Partners</b>					
Department of Veteran's Affairs					
NYCHA					
Department for the Aging					
CUNY					
NYS Department of Labor	x	x		x	
NYC Economic Development Corporation					
NYC Department of Health & Mental Hygiene					
NYC Human Resources Administration					

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

	12	13	14	15	16
<b>NYC AGENCY EDUCATION &amp; WORKFORCE TRAINING INCLUDES:</b>	<b>Work-based learning programs for high school dropouts</b>	<b>Work-based learning programs for individuals transitioning from welfare-to-work</b>	<b>Work-based learning programs for individuals with special needs</b>	<b>Work-based learning programs for veterans</b>	<b>Leasing Space</b>
<b>Do they provide bilingual services? (Y/N)</b>					
NYC Parks & Recreation					
NYC of Youth & Community Development	x	x			


**Columbia Employment Information Center (CEIC)**

**Link to Online Training Portal:**  
<https://skillsatcolumbia.skillport.com/>



Enable Web Accessib  
(What is Web Accessibil

v 7.3.12205



Welcome to SkillPort, your 24x7 gateway to learning resources for skills improvement, professional development, performance support, and more. Use SkillPort's easy-to-navigate interface to find answers to questions, develop professional skills, and take targeted learning. Simply log in to start exploring the learning and performance support resources available to you.

**Please note:** If you are a first time **Protection of Minors** user, you must register using the link below to receive a user ID and password. When you are registering, **please select an ID that will be easy for you to remember.**


User ID

Password

[Login to Skillport](#)

[Forgot your user ID?](#) [Forgot your password?](#) [Register](#)

[Privacy Policy](#)

POWERED BY 



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

State Submission Annual Reporting Period: **October 2015 - September 2016**

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-2015	3577**	25	125	150
Nov-2015	3603**	8	80	88
Dec-2015	3686**	21	105	126
Jan-2016	3733**	16	129	145
Feb-2016	3743**	17	152	169
Mar-2016	3764**	13	144	157
Apr-2016	3788**	19	152	171
May-2016	3802**	9	197	206
Jun-2016	3835**	40	209	249
Jul-2016	3887**	18	167	185
Aug-2016	3915**	14	186	200
	<b>3915**</b>	<b>200</b>	<b>1646</b>	<b>1846</b>

\* Data available as of August 2016

\*\* 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-2015	2	3	0	0	5
Nov-2015	0	1	0	0	1
Dec-2015	0	0	0	0	0
Jan-2016	0	1	0	0	1
Feb-2016	0	0	0	0	0
Mar-2016	8	4	0	0	12
Apr-2016	8	9	0	0	17
May-2016	4	3	0	0	7
Jun-2016	5	0	0	0	5
Jul-2016	4	1	1	0	6
Aug-2016	5	3	1	0	9
	<b>36</b>	<b>25</b>	<b>2</b>	<b>0</b>	<b>63</b>

\*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 2015 - September 2016**

**Job Fairs Hosted by Columbia University**

Name of Job Fair	Job Fair Host(s)	Date	Location
Empire State Development (ESD) & Columbia University Career & Resource Expo	Columbia University & Empire State Development (ESD)	September 7, 2016	Columbia University Lerner Hall- Boone Arledge Auditorium 2920 Broadway (115th & Broadway) New York, NY 10027

**Job Fairs in which Columbia University Participated**

Name of Job Fair	Job Fair Host(s)	Date	Location
2015 Rangel Career Fair	Representative Charles Rangel, New York's 13th District	November 10, 2015	City College of New York Great Hall of Shepard Hall W. 139th Street & Convent Street New York, NY 10031
Henry Street Settlement/ Jobs Plus Job Fair	Henry Street Settlement	January 13, 2016	Boys and Girls Republic (BGR) 999 East 6th Street New York, NY 10009
Services for the Underserved Hiring Event	Services for the Underserved	April 5, 2016	Robin Hood Foundation 826 Broadway New York, NY 10003
Bronx Career Expo	Hostos Community College & New York State Department of Labor	May 12, 2016	Hostos Community College College Gymnasium 500 Grand Concourse Bronx, NY 10451
Harlem Community Development Corporation Spring 2016 Job Fair	Harlem Community Development Corporation	May 19, 2016	Riverbank State Park Cultural Theater 679 Riverside Drive New York, NY 10031
AARP Foundation 2016 Career Fair	AARP Foundation	June 15, 2016	New York Public Library Community Room 224 E 125th Street New York, NY 10035

Hecot B. Basora SUNY ATTAIN Lab First Annual Career & Job Fair	CUNY in the Heights: Division of Hostos Community College Continuing Education & Workforce Development	August 24, 2016	CUNY in the Heights 5030 Broadway New York, NY 10034
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**Additional Supporting Documentation**

- Copies of Job Fair advertisement flyers

## EMPIRE STATE DEVELOPMENT & COLUMBIA UNIVERSITY CAREER AND RESOURCE EXPO

Looking for a job? Columbia University and its partners are hiring for a host of positions. Come to our Career and Resource Expo to learn more about open positions and meet with hiring managers. You will also have the opportunity to speak with job skills training providers and participate in a job readiness workshop.

### JOIN US:

**DATE:** Wednesday, September 7, 2016

**TIME:** 9:30 AM to 3:00 PM

### PRE-REGISTRATION IS STRONGLY ENCOURAGED

Registration must be completed by Friday, September 2, 2016 at

[CareerExpoCU2016.Eventbrite.com](http://CareerExpoCU2016.Eventbrite.com)

#### LOCATION:

Columbia University  
Lerner Hall – Roone Arledge Auditorium  
2920 Broadway (115<sup>th</sup> St. & Broadway)  
New York, NY 10027

*Conveniently accessible by bus and train:  
Buses: M4, M5, M11, M60, M104  
Subway: 1 Train to 116th Street*

#### IMPORTANT MATERIALS TO BRING:

- Updated Résumé
- Printed Confirmation Email
- Current Union Membership Card  
*(If Applying for Construction Position)*

#### JOB READINESS WORKSHOP

- 3:00 PM – 5:00 PM

LEARN RESUME WRITING, INTERVIEW TECHNIQUES, HOW TO DRESS FOR SUCCESS AND JOB SEARCH STRATEGIES

### THE FOLLOWING POSITIONS ARE AVAILABLE:

- |                                       |                                    |                           |
|---------------------------------------|------------------------------------|---------------------------|
| ▪ Custodial Supervisors               | ▪ Porters                          | ▪ Project Managers        |
| ▪ Directors of Residential Operations | ▪ Public Safety Officers/Sergeants | ▪ Asst. Project Managers  |
| ▪ Heavy Cleaners                      | ▪ Senior Financial Analysts        | ▪ Administrative Manager  |
| ▪ HVAC Controls Mechanics             | ▪ Mechanic A                       | ▪ Refrigeration Engineer  |
| ▪ Financial Coordinator               |                                    | ▪ Housekeeping Supervisor |

VISIT [CareerExpoCU2016.Eventbrite.com](http://CareerExpoCU2016.Eventbrite.com) TO SEE ADDITIONAL POSITIONS AND JOB DESCRIPTIONS

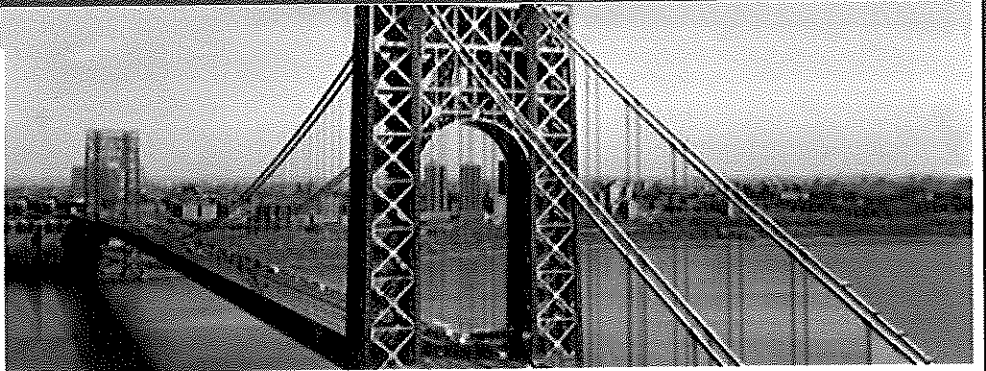
Jobseekers who require assistance completing the registration, please visit the

**Columbia Employment Information Center prior to September 2<sup>nd</sup>, at:**

3180 Broadway (near 125<sup>th</sup> Street)

Monday – Friday 10AM – 4PM

REPRESENTATIVE  
**CHARLES  
RANGEL**  
NEW YORK'S  
13<sup>TH</sup>  
DISTRICT



# 2015 Rangel Career Fair

**Tuesday, November 10, 2015**

**10:00 AM - 4:00 PM**

(Doors open from 10:00 AM - 3:15 PM)

**City College of New York**

**Great Hall of Shepard Hall**

**W. 139th Street & Convent Street**

**New York, NY 10031**

*Please bring multiple copies of your current resume!  
Business attire - No backpacks/large bags allowed inside*

Meet representatives from: Community Healthcare Network, Lifespire, Columbia University, NYC Dept for the Aging, NYC Board of Elections, Time Warner Cable, NYS Police, NYS Dept of Civil Service, NYC Fire Department, The New York Foundling, United States Park Police, NYC Department of Correction, Southwest Airlines, Fastenal, New York Life, Department of Homeland Security, Duane Reade and many more.

 [rangel.house.gov](http://rangel.house.gov)

 [facebook.com/cbrangel](https://www.facebook.com/cbrangel)

 [cbrangel](https://twitter.com/cbrangel)

***In cooperation with***

**City College of New York, and  
Harlem Community**

**Development Corporation**

Subsidiary of Empire State Development



**RSVP at <http://rangel.house.gov/careerfair2015>**

**For more info email: [NY13Jobs@mail.house.gov](mailto:NY13Jobs@mail.house.gov) OR Call 202) 225-4365**



# **JOB FAIR**

**10 AM—2 PM**

**JANUARY 13**

**EMPLOYERS ALREADY CONFIRMED FOR THE JOB FAIR...**

**EATALY**

**RDS**

**COLUMBIA  
UNIVERSITY**

**FRESH + CO**

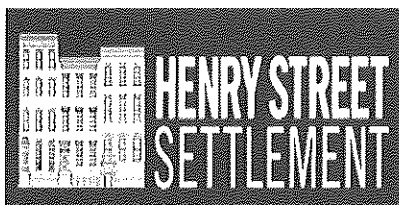
**TIME WARNER**

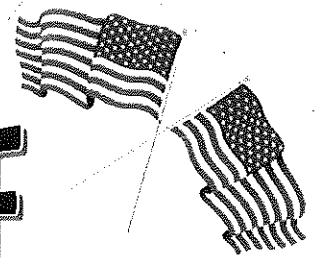
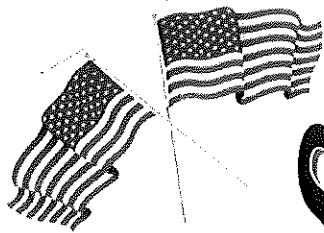
**Nathan's**

***JOB FAIR WILL BE HELD AT***

***BOYS AND GIRLS REPUBLIC (BGR)***

***888 EAST 6TH STREET (AVENUE D AND EAST 6TH STREET)***





# SAVE THE DATE

## S:US

SERVICES FOR THE UNDERSERVED

### HIRING EVENT

**TUESDAY APRIL 05<sup>th</sup>**

**10:00AM – 1:30PM**

**ROBIN HOOD FOUNDATION**

**826 BROADWAY**

**NEW YORK, NY 10003**

### EMPLOYERS AND JOBS AVAILABLE:

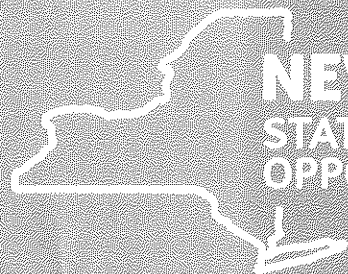


- SECURITY
- FACILITY MAINTENANCE
- ADMINISTRATIVE
- HUMAN SERVICES
- CUSTOMER SERVICE
- PORTER



WESTSIDE BAKERY





**NEW YORK**  
STATE OF  
OPPORTUNITY

# Bronx Career Expo

## Hostos Community College

**Thursday, May 12, 2016**

**11:45 a.m. – 3:00 p.m.**

*(Opens at 11:00 a.m. for Hostos students)*

### Featuring

#### **Rewarding Careers in Public Service Boot Camp**

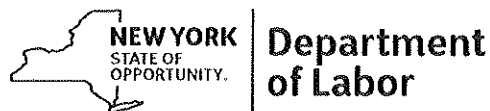
*Career Boot Camp hosted by the  
Departments of Labor and Civil Service*

**80 exhibiting businesses offering thousands of jobs!**

Register to attend at:

**[www.labor.ny.gov/BronxCareerExpo](http://www.labor.ny.gov/BronxCareerExpo)**

**For more information: [bronxcareerexpo@labor.ny.gov](mailto:bronxcareerexpo@labor.ny.gov)**



The New York State Department of Labor is an Equal Opportunity Employer/Program.  
Auxillary aids and services are available upon request to individuals with disabilities.



**Harlem Community  
Development  
Corporation**

# Spring 2016 Job Fair

**Over 40 Employers from the Public and Private Sectors will be represented, including Law Enforcement, Health Care, Education, New York State and City Government, Insurance and various industries.**

***Please bring copies of your current resume!***

**(Onsite resume assistance will be provided by NYS Department of Labor)**

***Dress Professionally – No backpacks or large bags will be allowed***

**Thursday, May 19, 2016  
10:00 AM – 4:00 PM**

**Location: Riverbank State Park  
Cultural Theater  
679 Riverside Drive  
New York, NY 10031**

**Please register by contacting Harlem CDC at 212-961-4100 or [harlemcdc@esd.ny.gov](mailto:harlemcdc@esd.ny.gov)**

**Harlem CDC is a Subsidiary of Empire State Development**



**Department  
of Labor**



**Parks, Recreation  
and Historic Preservation**

AARP FOUNDATION

**SCSEP**

Senior Community Service  
Employment Program



# **AARP** Foundation® **2016 Career Fair**

**Wednesday, June 15, 2016**

**11:00a.m. – 4:00 p.m.**

**125<sup>th</sup> STREET LIBRARY – Community Room**  
224 East 125<sup>th</sup> Street (between 2<sup>nd</sup> & 3<sup>rd</sup> Ave)  
New York, NY 10035  
(212) 534-5050

Bring multiple copies of current resumes

Dress professionally

**Trains:** M1, M2, M3, M4, M5, M6, M9, A, B, C, D

**Buses:** M2, M5, M7, M15, M100, M101, M102, M103,  
M104, Bx15, M60

**NOTE:** Take all transportation to 125<sup>th</sup> Street  
(Library is located on East 125<sup>th</sup> between 2<sup>nd</sup> and 3<sup>rd</sup> Avenues)

**This Career Fair will allow You, the AARP Foundation Participant, to  
connect with employers to gain employment opportunities.**





The State University  
of New York

**CUNY** IN THE  
HEIGHTS  
DIVISION OF CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

**CAREER**


**FAIR**

**Hector B. Basora**  
SUNY ATTAIN Lab

**FIRST ANNUAL  
CAREER & JOB FAIR**

**Wednesday**  
**August 24, 2016**  
**9:30 A.M. – 12:30 P.M.**

**CUNY in the Heights**  
**5030 Broadway**  
**New York, NY 10034**

**For more information:**  
**347.779.0572 or 212.567.7132**  
**[www.hbb.sunyeoc.org](http://www.hbb.sunyeoc.org)**  
 **Hector B Basora SUNY ATTAIN Lab**

**Sponsored by:**  
**CUNY in the Heights:**  
**Division of Hostos Community College**  
**Continuing Education & Workforce Development**