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.
(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.
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

2016 Professional Development Classes
Sign up for an in-person workshop this fall.

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

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
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

- 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 today.
Visiting 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.

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

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


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

ONLINE TRAINING PROGRAMS

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

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

PLAN A VISIT

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

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

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

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
- Estrategias para la búsqueda de trabajo
- Preparación de la entrevista
- Vistiendo bien para la entrevista de trabajo

TALLERES EN PERSONA

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.

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
- Desarrollo de habilidades personales
- Trabajo en equipo
- Ventas y atención al cliente
- Liderazgo
- Desarrollo de habilidades profesionales
- Desarrollo de proyectos
- Desarrollo de software

Visténdonos: Centro de Información de Empleo
3180 Broadway
212-851-1551
community-jobs@columbia.edu

Lunes a viernes de 9:00 a.m. a 5:00 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 back-up to the CU Temporary Staffing Office team with the answering of telephone calls.
- Assists back-up in performing data entry into the TAMS system when temps are hired or terminated from the TAMS system.

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

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

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

Summary:

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

Main Duties & Responsibilities:

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

Required Skills & Qualifications:

- Bachelor’s degree and/or equivalent combination of education and experience required.
- Minimum of 2 years’ experience in an administrative support or coordinator role, preferably in a Human Resources Department.
- Superior PC skills with experience in Outlook, Word, Excel and PowerPoint.
- Strong time management skills and ability to manage multiple priorities.
- Excellent interpersonal and communications skills in both English and Spanish.
- Proven ability to establish positive working relationships with internal and external stakeholders.
- Capacity to exercise independent judgment in resolution of administrative problems or issues.
- Demonstrated ability to maintain energy, enthusiasm and commitment while managing through change.
- Excellent analytical skills with attention to detail.
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<th>NY AGENCY EDUCATION &amp; WORKFORCE TRAINING INCLUDES:</th>
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State Submission Date: October 17, 2016 © Columbia University
<table>
<thead>
<tr>
<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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<td>Do they provide bilingual services? (Y/N)</td>
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</table>
### NYC AGENCY EDUCATION & WORKFORCE TRAINING INCLUDES:

#### Do they provide bilingual services? (Y/N)

<table>
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<tr>
<th>Employment</th>
<th>Work-based learning programs for high school dropouts</th>
<th>Work-based learning programs for individuals transitioning from welfare-to-work</th>
<th>Work-based learning programs for individuals with special needs</th>
<th>Work-based learning programs for veterans</th>
<th>Leasing Space</th>
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<td>Northern Manhattan Improvement Corporation</td>
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<td>HCCI</td>
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<tr>
<td>Goodwill Industries</td>
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<tr>
<td>Henkels &amp; McCoy</td>
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<td>Dress for Success</td>
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<tr>
<td>Services for the Underserved (Veterans Services)</td>
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<tr>
<td>West Harlem Group Assistance</td>
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</tbody>
</table>

**Education (GED, ESOL, Literacy)**

- Community Impact (Columbia University)
- Harlem YMCA
- Literacy Partners

**Small Business Development**

- Harlem Business Alliance
- NYC Business Solutions

**Governmental Agency Partners**

- 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

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<table>
<thead>
<tr>
<th>NYC AGENCY EDUCATION &amp; WORKFORCE TRAINING INCLUDES:</th>
<th>12</th>
<th>13</th>
<th>14</th>
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<td>Work-based learning programs for individuals transitioning from welfare-to-work</td>
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<td>Work-based learning programs for veterans</td>
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<tr>
<td>Leasing Space</td>
<td></td>
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</tr>
</tbody>
</table>

**Do they provide bilingual services? (Y/N)**

- NYC Parks & Recreation: N
- NYC of Youth & Community Development: Y

State Submission Date: October 17, 2016

© Columbia University
Columbia Employment Information Center (CEIC)

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

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 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 a user ID that will be easy for you to remember.

User ID
Password
Login to SkillPort

Forgot your user ID?  Forget your password?  Register?

Privacy Notice

Powered by SkillPort
**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

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

* Data available as of August 2016
** 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>
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<tr>
<th>Month</th>
<th>GED</th>
<th>ESL</th>
<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.

State Submission Date: October 17, 2016 © Columbia University
## Annual Report: Columbia Employment Information Center (CEIC) Job Fairs

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

### 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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### Job Fairs in which Columbia University Participated

<table>
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<tr>
<th>Name of Job Fair</th>
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<th>Date</th>
<th>Location</th>
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<tr>
<td>2015 Rangel Career Fair</td>
<td>Representative Charles Rangel, New York's 13th District</td>
<td>November 10, 2015</td>
<td>City College of New York Great Hall of Shepard Hall W. 139th Street &amp; Convent Street New York, NY 10031</td>
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<tr>
<td>Services for the Underserved Hiring Event</td>
<td>Services for the Underserved</td>
<td>April 5, 2016</td>
<td>Robin Hood Foundation 826 Broadway New York, NY 10003</td>
</tr>
<tr>
<td>Bronx Career Expo</td>
<td>Hostos Community College &amp; New York State Department of Labor</td>
<td>May 12, 2016</td>
<td>Hostos Community College Gymnasium 500 Grand Concourse Bronx, NY 10451</td>
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<td>Harlem Community Development Corporation Spring 2016 Job Fair</td>
<td>Harlem Community Development Corporation</td>
<td>May 19, 2016</td>
<td>Riverbank State Park Cultural Theater 679 Riverside Drive New York, NY 10031</td>
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<tr>
<td>AARP Foundation 2016 Career Fair</td>
<td>AARP Foundation</td>
<td>June 15, 2016</td>
<td>New York Public Library Community Room 224 E 125th Street New York, NY 10035</td>
</tr>
<tr>
<td>Name</td>
<td>Event</td>
<td>Date</td>
<td>Location</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------------------</td>
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<td>-----------------------------------------</td>
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<tr>
<td>Hecot B. Basora</td>
<td>SUNY ATTAIN Lab First Annual Career &amp; Job Fair</td>
<td>August 24, 2016</td>
<td>CUNY in the Heights: Division of Hostos Community College Continuing Education &amp; Workforce Development</td>
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</tbody>
</table>

**Additional Supporting Documentation**

- Copies of Job Fair advertisement flyers

State Submission Date: October 17, 2016

© Columbia University
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

LOCATION:
Columbia University
Lerner Hall – Roone Arledge Auditorium
2920 Broadway (115th 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
• Directors of Residential Operations
• Heavy Cleaners
• HVAC Controls Mechanics
• Financial Coordinator
• Porters
• Public Safety Officers/Sergeants
• Senior Financial Analysts
• Mechanic A
• Project Managers
• Asst. Project Managers
• Administrative Manager
• Refrigeration Engineer
• Housekeeping Supervisor

VISIT 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 2nd, at:
3180 Broadway (near 125th Street)
Monday – Friday 10AM – 4PM

SKANSKA
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


rangel.house.gov
facebook.com/cbrangel
cbrangel

In cooperation with
City College of New York, and
Harlem Community Development Corporation
Subsidized by Empire State Development

For more info email: 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 05th
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
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

For more information: bronxcareerexpo@labor.ny.gov

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

Harlem CDC is a Subsidiary of Empire State Development
AARP Foundation®

2016 Career Fair

Wednesday, June 15, 2016

11:00a.m. – 4:00 p.m.
125th STREET LIBRARY – Community Room
224 East 125th Street (between 2nd & 3rd Ave)
New York, NY 10035
(212) 534-5050

Bring multiple copies of current resumes
Dress professionally

Trains: M1, M2, M3, M4, M5, M6, M 9, A, B, C, D
Buses: M2, M5, M7, M15, M100, M101, M102, M103, M104, Bx15, M60

NOTE: Take all transportation to 125th Street
Library is located on East 125th between 2nd and 3rd Avenues

This Career Fair will allow You, the AARP Foundation Participant, to connect with employers to gain employment opportunities.
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
Hector B Basora SUNY ATTAIN Lab

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