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. Empire State Development and Columbia University agreed to this modification on November 28, 2018. Following this October 2019 report, all future annual reports will no longer include the original language and will contain only the modified language.

Original Language: Please refer to Appendix A.

Modified Language:
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. Link to online training portal
5. Annual report

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. Link to online training portal
☐ 5. Annual report

Monitor’s Notes / Comments:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

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

☐ In Compliance
☐ In Progress
☐ Not In Compliance
☐ Not Triggered
Declaration Reference and Key Data
Obligation Section Number: 5.07(c)(xxv)(A)
Obligation Page Number: 58
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
The Columbia Employment Information Center (CEIC) will 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 Columbia’s employment opportunities and continuing counsel and assistance to local residents seeking employment with Columbia. (1 of 6 services provided by the Center identified in Declaration item number 5.07 (c)(xxv).)

Evidence of Compliance
1. Link to website for CEIC job listings
2. CEIC hotline phone number (212-851-1551)

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.
Declaration Reference and Key Data

Obligation Section Number: 5.07(c)(xxv)(B)
Obligation Page Number: 58
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

The Columbia Employment Information Center (CEIC) will 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 Columbia and facilitating access to integrated support services. (2 of 6 services provided by the Center identified in Declaration item number 5.07 (c)(xxv).)

Evidence of Compliance

1. Annual listing of organizations that provide services for small businesses, leasing space from Columbia and facilitating access to integrated support services

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.
**APPENDIX A**

**Declaration Reference and Key Data**

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

Obligation Page Number: 58

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**

The Columbia Employment Information Center (CEIC) will 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. (3 of 6 services provided by the Center identified in Declaration item number 5.07 (c)(xxv).)

**Evidence of Compliance**

1. Annual listing of organizations that offer training programs and classes in areas such as the skilled trades, administrative support, technology, management and administration
2. Annual report
3. Link to online training portal
4. Link to CEIC website with information regarding live job readiness training workshops

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.
APPENDIX A

Declaration Reference and Key Data
Obligation Section Number: 5.07(c)(xxv)(D)
Obligation Page Number: 58
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
The Columbia Employment Information Center (CEIC) will coordinate and host job fairs and job training/job readiness in the community not less than once a year. (4 of 6 services provided by the Center identified in Declaration item number 5.07 (c)(xxv).)

Evidence of Compliance
1. Copies of annual job fair advertisements
2. Link to Jobs at Columbia (JAC) listing vacant positions to inform job fair attendees, where possible
3. Link to online training portal
4. Link to CEIC website with information regarding live job readiness training workshops

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.
APPENDIX A

Declaration Reference and Key Data

Obligation Section Number: 5.07(c)(xxv)(E)[i]-[iii]

Obligation Page Numbers: 58-59

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

The Columbia Employment Information Center (CEIC) will 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: (5 of 6 services provided by the Center identified in Declaration item number 5.07(c)(xxv).

[i] Referrals for skills training, internships and work-based learning opportunities with CU and through community-based organizations supported by CU.

[ii] A catalog of CU’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. Annual listing of organizations that provide business, education, training, and career opportunities available at the CEIC

2. Link to CEIC’s webpage listing sessions offered

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.
Columbia Employment Information Center (CEIC)

Link to CEIC website:
https://humanresources.columbia.edu/ceic

Columbia Employment Information Center

We’re Open for You

Schedule a Visit

Free Workshops

How to Apply for Jobs

Our Services & Mission

Why Columbia?
Columbia Employment Information Center (CEIC)

Link to website for CEIC job listings:
https://careers.columbia.edu/
Link to CEIC website with information regarding live job readiness training workshops:
https://humanresources.columbia.edu/content/free-employment-workshops
Link to Online Training Portal:
https://www.linkedin.com/learning/login?dest=%2Flearning%2Fme%3Ftrk%3Demail_activation%26u%3D2139321&theme=learning&u=2139321
**Annual Report: Columbia Employment Information Center (CEIC) - Record of Referrals**

State Submission Annual Reporting Period: October 2018 - September 2019

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</th>
<th>Attended Live Training</th>
<th>Attended One-on-One Training</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct-2018</td>
<td>**</td>
<td>11</td>
<td>92</td>
<td>103</td>
</tr>
<tr>
<td>Nov-2018</td>
<td>**</td>
<td>3</td>
<td>91</td>
<td>94</td>
</tr>
<tr>
<td>Dec-2018</td>
<td>**</td>
<td>17</td>
<td>74</td>
<td>91</td>
</tr>
<tr>
<td>Jan-2019</td>
<td>**</td>
<td>4</td>
<td>96</td>
<td>100</td>
</tr>
<tr>
<td>Feb-2019</td>
<td>34**</td>
<td>19</td>
<td>133</td>
<td>152</td>
</tr>
<tr>
<td>Mar-2019</td>
<td>34**</td>
<td>5</td>
<td>107</td>
<td>112</td>
</tr>
<tr>
<td>Apr-2019</td>
<td>95**</td>
<td>124</td>
<td>147</td>
<td>271</td>
</tr>
<tr>
<td>May-2019</td>
<td>100**</td>
<td>7</td>
<td>162</td>
<td>169</td>
</tr>
<tr>
<td>Jun-2019</td>
<td>107**</td>
<td>10</td>
<td>122</td>
<td>132</td>
</tr>
<tr>
<td>Jul-2019</td>
<td>127**</td>
<td>19</td>
<td>150</td>
<td>169</td>
</tr>
<tr>
<td>Aug-2019</td>
<td>146**</td>
<td>8</td>
<td>100</td>
<td>108</td>
</tr>
<tr>
<td>Sep-2019</td>
<td>163**</td>
<td>16</td>
<td>75</td>
<td>91</td>
</tr>
</tbody>
</table>

**Online Training** is offered through LinkedIn Learning as of September 2018. The number listed for each month represents the cumulative total users month to date who have utilized LinkedIn Learning. When the CEIC transitioned from Lynda.com to LinkedIn Learning there were issues with the reporting feature for the first few months. However, the cumulative number listed for February 2019 captures the users that utilized the service from September 2018 - February 2019.

### Live Training

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 and interviewing skills training workshops available at the Center, visit:

http://community-jobs.columbia.edu

### One-on-One Training

Topics are based on individual need, but may include topics discussed in live training sessions.

### Referrals to Positions at Columbia University Made by the Columbia Employment Information Center

<table>
<thead>
<tr>
<th>Number of candidates placed in temporary positions at CU</th>
<th>Number of candidates placed in permanent positions at CU</th>
<th>Number of local candidates placed in temporary positions at CU</th>
<th>Number of local candidates placed in permanent positions at CU</th>
</tr>
</thead>
<tbody>
<tr>
<td>169</td>
<td>67</td>
<td>59</td>
<td>23</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Month</th>
<th>GED</th>
<th>ESL</th>
<th>Vocational Training*</th>
<th>NYC Agency Education &amp; Workforce Training</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct-2018</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Nov-2018</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Dec-2018</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Jan-2019</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Feb-2019</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Mar-2019</td>
<td>4</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Apr-2019</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>May-2019</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Jun-2019</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Jul-2019</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Aug-2019</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Sep-2019</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

21 4 4 0 28

*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 2018 - September 2019**

#### 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>
</tr>
</thead>
</table>
| Columbia University Career Expo| Columbia University                      | April 2, 2019 | The Forum  
|                                |                                          |            | 601 W 125th Street                              |
|                                |                                          |            | New York, NY 10027                             |

#### Job Fairs in which Columbia University Participated

<table>
<thead>
<tr>
<th>Name of Job Fair</th>
<th>Job Fair Host(s)</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
</table>
| NMIC Opportunity Fair                                 | Northern Manhattan Improvement Corporation| October 15, 2018 | Northern Manhattan Improvement Corporation  
|                                                      |                                          |            | 45 Wadsworth Avenue                                                       |
|                                                      |                                          |            | New York, NY 10030                                                        |
| NYS Department of Labor Recrutiment & Information Session | New York State Department of Labor       | December 6, 2018 | New York State Department of Labor  
|                                                      |                                          |            | 215 West 125th Street, 6th Floor                                           |
|                                                      |                                          |            | New York, NY 10027                                                        |
| NYPL Career Services Job & Resource Fair              | New York Public Library                   | April 12, 2019 | Bronx Library Center                                                       |
|                                                      |                                          |            | 310 East Kingsbridge Road                                                  |
|                                                      |                                          |            | Bronx, NY 10458                                                           |
| Harlem Community Development Corporation 4th Annual Spring Career Fair | Harlem Community Development Corporation | May 16, 2019 | Denny Farrell Riverbank State Park  
|                                                      |                                          |            | Athletics Gymnasium                                                        |
|                                                      |                                          |            | 679 Riverside Drive                                                        |
|                                                      |                                          |            | New York, NY 10031                                                        |
| Adult Education Literacy Zone Job & Community Resource Fair | Mid-Manhattan Adult Learning Center      | May 30, 2019 | Mid-Manhattan Adult Learning Center  
<p>|                                                      |                                          |            | Literacy Zone                                                               |
|                                                      |                                          |            | Family Welcome Center                                                       |
|                                                      |                                          |            | 212 West 120th Street                                                      |
|                                                      |                                          |            | New York, NY 10027                                                        |</p>
<table>
<thead>
<tr>
<th>Event Description</th>
<th>Organizing Agency</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York State Department of Labor Mini Job Fair</td>
<td>New York State Department of Labor</td>
<td>June 27, 2019</td>
<td>NYC Workforce 1 Career Center, 215 West 125th Street, 6th Floor, New York, NY 10027</td>
</tr>
<tr>
<td>New York State Department of Labor Mini Job Fair</td>
<td>New York State Department of Labor</td>
<td>August 29, 2019</td>
<td>NYC Workforce 1 Career Center, 215 West 125th Street, 6th Floor, New York, NY 10027</td>
</tr>
</tbody>
</table>

**Additional Supporting Documentation**

- Copies of Job Fair advertisement flyers
COLUMBIA UNIVERSITY CAREER EXPO

Meet representatives from Columbia University, staffing, security, and construction firms

Tuesday, April 2
9:00 a.m. - 1:30 p.m.

The Forum
Columbia University
605 West 125th Street

Attendees are encouraged to preregister at Cufo.Columbia.edu/2019Expo

For directions please visit:
https://manhattanville.columbia.edu/map

ATTEND WORKSHOPS:
• Job preparedness training
• Rock Your Profile with LinkedIn

FREE HEADSHOTS TO UPDATE YOUR LINKEDIN PROFILE

LEARN HOW TO USE COLUMBIA UNIVERSITY'S EMPLOYMENT SITE
The Education & Career Services Department at NMIC
Cordially Invite You To Our

Opportunity Fair

Monday, October 15th
2:00 pm - 4:00 pm
NMIC
45 Wadsworth Avenue
New York, NY 10033

Opportunity Fair
The Opportunity Fair is an excellent way for NMIC candidates to network with employers from a variety of organizations. Candidates benefit from attending by gathering information on organizations as well as possible job, internship, and volunteer opportunities.

Rebuilding Your Life
Explore-Expand-Evolve-

NMIC
45 Wadsworth Avenue
New York, NY 10033

All of NMIC's programs offer free opportunities for advancing the educational and occupational skills of disengaged NYC residents.
ATTENTION JOB SEEKER
NYS DEPARTMENT OF LABOR WILL BE HOSTING A RECRUITMENT & JOB INFORMATION SESSION.

WHEN
Thursday-December 6th
11:30am – 1:30pm

WHERE
215 WEST 125TH ST
6TH FLOOR
HARLEM, NEW YORK

RSVP BECAUSE SEATING IS LIMITED

VETERANS: GABRIEL.NAVA@LABOR.NY.GOV OR 917-493-7213

NON-VETERANS: THIRY.NGIN@LABOR.NY.GOV OR 917-493-7062

TYPE OF JOBS:
- GOVERNMENT
- PROFESSIONAL
- TRADE JOBS
- SALES
- POLICE
- EDUCATION
& MANY MORE
NYPL Career Services

Job & Resource Fair
*College Students & High School Graduates Are Encouraged to Attend*

*Entry to fair is staggered due to building capacity. Please be aware that you may have to wait.*

*Bring multiple copies of your resume and dress professionally!*

Friday, April 12, 2019
10AM-3PM
Bronx Library Center
310 East Kingsbridge Road
Bronx, NY 10458

Join us for our job fair and meet with employers, screening for current positions and internships in Teaching, Administrative, Fashion, Engineering, Department Store Retail, Records Clerical, Health Care, Law Enforcement, Federal positions, and many more.

Pre-Registration Required
Eventbrite link here: nyplgradfair.eventbrite.com

For any questions contact us at ceis@nypl.org or call 718-579-4260
4th Annual
Spring Career Fair

Over 50 employers from the public and private sectors will be represented, including law enforcement, health care, education, insurance, Federal, New York State and City Government and more.

Please bring copies of your resume and dress professionally
"How to Pitch" workshops will be presented by the New York State Department of Labor

Backpacks and other large bags are not permitted

Location:
Thursday, May 16, 2019
10:00 AM - 4:00 PM
Denny Farrell Riverbank State Park
Athletics Gymnasium
679 Riverside Drive

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

Harlem CDC is a Subsidiary of Empire State Development

https://scontent-lga3-1.xx.fbcdn.net/v/t1.0-9/59466284_1270907896400201_113783136035... 9/4/2019
ADULT EDUCATION

Literacy Zone

Presents

Job & Community Resource Fair

Claim Your Future – Now!

Thursday, May 30, 2019

10:00am – 2:00pm

MID-MANHATTAN ADULT LEARNING CENTER

Literacy Zone Family Welcome Center

212 West 120th Street

New York, NY 10027

(Main Floor)
Find the CAREER you LOVE

Attending Businesses

Aerotek                  Waste Connections                  Sears Home Services
Columbia University      Foresters Financial Services Inc.      U.S. Census

Job Openings for Attending Businesses

Financial Services Internship

Deli Slicer/ Food Preparation

Appliance Repair Technician

Preventative Maintenance Technician

Porter                  Diesel Mechanic
Heavy Cleaner           Census Taker
Door Attendant          Office Clerk
Sales Assistant         Recruiting Assistant
Operations Supervisor   Technical Helper
Handy Person            Field Supervisor
CDL Truck Driver

June 27, 2019 10:00am – 1:00pm
NYC Workforce 1 Career Center
215 West 125th Street, 6th Floor
New York, NY 10027
No appointment or registration necessary. Please bring several copies of your resume. Professional attire, please.

For More Information About This Event
Email: labor.sm.apply.nycjobs@labor.ny.gov

NEW YORK STATE OF OPPORTUNITY
Department of Labor

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.
ATTENDING BUSINESSES

Acacia Network
Ann Taylor Stores
Ashley Stewart
Socure
Pursuit
Columbia University Employment Information Center

JOB OPENINGS FOR ATTENDING BUSINESSES

Director of Social Services
Shift Supervisors
Visual Merchandising Co-Manager
Client Experience Sales Lead
Career Coach
Talent Acquisition Lead
Salesperson Manager
Web Development Tech Expert & Lead Instructor
Porter
Heavy Cleaner
Door Attendant
Handy Person
Case Worker/Case Manager
Software Engineer
Data Scientist
Housing Specialist
Director of People
Social Workers/Client Care Coordinators

August 29, 2019 10:00am – 1:00pm
NYC WORKFORCE 1 CAREER CENTER
215 West 125th Street, 6th Floor
New York, NY 10027

Please bring several copies of your resume. Professional attire, please.
No RSVP required. For more information about this event, email: labor.sm.apply.nycjobs@labor.ny.gov
Employment Information Center

Visit the Center

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

The Center is open Monday through Friday, 9:00 a.m. to 5:00 p.m., and is conveniently located at 3180 Broadway, on the east side of the avenue, just south of 125th Street.

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

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

We’re Here to Help

Columbia University offers a wide range of employment opportunities and now provides improved services for people who are interested in working at the University.

To make employment information and applying for jobs more accessible, we opened the Employment Information Center at 3180 Broadway (just south of 125th Street) in West Harlem.

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

Search the list of current job postings; if you find a job that interests you, complete the online application process and submit your name as a candidate for the position.

Remember that the Center’s staff is available to assist you with any questions you have during the application process.

Columbia University is an equal opportunity/affirmative action employer.

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

ONLINE TRAINING PROGRAMS

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

Online training topics include:
- communication skills
- business skills
- personal development skills
- participating in teams
- sales and customer service
- 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
- Preparación de la entrevista
- Estrategias para la búsqueda de trabajo
- 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
- 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

**PLANÉE UNA VISITA**

Le invitamos a visitar el Centro de Información de Empleo y a conocer más sobre las oportunidades de trabajo en la Universidad de Columbia.
El Centro está abierto de lunes a viernes de 9:00 a.m. a 5:00 p.m., y está localizado en 3180 Broadway y la calle 125. Aunque puede visitarlo sin previa cita, le invitamos a que se comunique al 212-851-1551 para hacer una cita.
Administrative Coordinator

Summary:

Primary function is coordinating various Columbia Employment Information Center (CEIC), Temporary Staffing Office and Learning & Development programs and deliverables. Assists with special projects as required. In addition, the Administrative Coordinator is also responsible for administrative back-up in support of the Columbia University Human Resources Department (CUHR) as required. Ability to communicate in both English and Spanish when dealing with CEIC visitors.

Main Duties & Responsibilities:

CEIC- Outreach
- Manages the CEIC online training resource library. Establishes systems access for users, resolves all users inquiries, and generates reports on online training usage to be used for other CEIC metrics and reports.
- Coordinates instructor-led job search training programs at the CEIC: supplies; equipment; materials; meeting space; etc. Assists with presentation of instructor-led job search training programs in both English & Spanish.
- Assists Associate Director, Employment Services with screening of resumes and interviewing candidates for various open positions which the CEIC is actively recruiting for.
- Assists visitors with completing their online JAC applications and answers any questions they may have in the CEIC computer area in both English & Spanish.
- Assists as back-up for “front-desk” reception duties including the answering of the main telephone line, greeting walk-ins, ensuring sign-in and the completion of the CEIC intake form, explaining the services the CEIC offers visitors and referring construction job applicants to the appropriate resources in both English & Spanish.
- Assists NextSource team with staff members who come in to collect their paycheck at the end of each week.

CEIC- Temporary Staffing Office
- Assists as back-up to the CU Temporary Staffing Office team with the answering of telephone calls.
- Assists as back-up in performing data entry into the TAMS system when temps are hired or terminated from the TAMS system.

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

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

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

Summary:

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

Main Duties & Responsibilities:

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

Required Skills & Qualifications:

- Bachelor’s degree and/or equivalent combination of education and experience required.
- Minimum of 2 years’ experience in an administrative support or coordinator role, preferably in a Human Resources Department.
- Superior PC skills with experience in Outlook, Word, Excel and PowerPoint.
- Strong time management skills and ability to manage multiple priorities.
- **Excellent interpersonal and communications skills in both English and Spanish.**
- Proven ability to establish positive working relationships with internal and external stakeholders.
- Capacity to exercise independent judgment in resolution of administrative problems or issues.
- Demonstrated ability to maintain energy, enthusiasm and commitment while managing through change.
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